



4761 NY Route 364, Rushville, NY 14544 USA  
[mail@rushmachinery.com](mailto:mail@rushmachinery.com) [www.rushmachinery.com](http://www.rushmachinery.com)

**Job Title:** Office Manager

**Location:** Rushville, NY

**Company:** Rush Machinery provides top quality products and service that help people grind better. We build an extensive line of production and support machines for industries that use diamond and CBN wheels and work with carbide and other hard materials.

Our machines are used for: Truing and dressing diamond wheels; Cutting off carbide/HSS rods and tools; Cutting, prepointing, and chamfering carbide/HSS rods; Chamfering carbide/HSS rods; Balancing wheels and tools; Grinding PCD tools; Filtering grinding oil; and Sharpening drills and tools.

**Purpose:** We are a small and growing company seeking a full-time Office Manager. This dynamic individual will embrace our core values of honesty, integrity, creativity and social responsibility to help Rush Machinery continue with the highest level of customer service in the industry.

The Successful candidate will:

- Answer phones courteously and professionally, handle call or direct to correct person
- Process customer orders and manage emails in a timely and effective manner
- Determine best method of shipping, prepare paperwork, and arrange for pick-up.
- Manage relationships with vendors and service providers
- Process orders as they come in, inform production, prepare shop orders, estimates, invoices as needed.
- Maintain all electronic and paper filing systems.
- Manage Accounts Payable and Accounts Receivable
- Other miscellaneous duties and responsibilities as required by the position.

**Job Requirements:**

- Minimum High School Diploma and 2+ years of equivalent experience
- Proficient in Microsoft Office 365, including Word, Outlook and Excel
- Working knowledge of QuickBooks and Salesforce or similar preferred

**Attributes:**

- Safety oriented team player with a strong sense of responsibility and accountability
- Exceptional customer service with strong verbal and written communication skills
- An active learner – always trying to improve.
- Ability to work with minimal supervision
- Comfortable working independently or in cross-functional team
- Dedicated to providing outstanding customer service through attention to detail and follow-through



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- Willing to commit additional time during peak sales periods
- Committed to making a personal investment in learning and growth through skill training and education.

**Benefits & Compensation:**

- Salary commensurate with experience
- Competitive Benefit package that includes medical insurance, dental insurance, Simplified Employee Pension

**Send Resume and Cover Letter to:**

[Dave@rushmachinery.com](mailto:Dave@rushmachinery.com)