

Cheesemakers, Inc.

2266 SOUTH WALKER ROAD ~ CLEVELAND, TX 77328
PH: (281) 593-1319 ~ FAX: (281) 593-2898 ~ E-MAIL: jck@cheesemakers.com

Jaimito Brand Hispanic Cheese & Chorizo ~ Lone Star Brand Goat Cheese & Yogurt ~ Texas Fresh Mozzarella – Hand Formed to Order

POSITION:

Office Manager – In Training (Start in Accounts Recievable – See Work Chart)

CHALLENGE:

Step into a mid-size, fast growing specialty food distribution and manufacturing company as an Office Manager. Learn the business, help the company grow and prosper, and be rewarded through career growth. This is a career investment with a huge opportunity for the right person.

COMPANY PROFILE:

Cheesemakers, Inc. is a Specialty Cheese and Yogurt manufacturing company as well as a Fine Food Distribution company located minutes away from beautiful Lake Conroe, just North of Houston, Texas. Our brand of Jaimito Mexican Cheeses, Lone Star hand ladled Goat Cheeses and Texas Fresh Mozzarella are manufactured and sold in major restaurants and retail chains across the Lone Star state. Cheesemakers, Inc. is in a rapid growth mode, with huge opportunities for advancement and prosperity for people who are dedicated, disciplined, focused and committed to excellence.

RESPONSIBILITIES:

Successfully manage all aspects of office, including A/R, A/P, G/L, Payroll, Budgets, Financial Reports, Reconciling, Quarterly Tax Reporting, etc.

QUALIFICATIONS:

Must have bookkeeping experience. Bilingual (Spanish/English) helpful. Must be computer literate. Completion of or current enrollment in accounting courses preferred. Knowledge of Windows 98, Word, Excel, ACT! or equivalent database, Peachtree or equivalent accounting software a must. No job hoppers, no 9 to 5ers.

SCHEDULE:

8:00am until Finished, Monday through Friday, Full Time, Permanent

SALARY:

Salary is commensurate with level of experience. For other Benefits (See Employee Handbook).

LOCATION:

2266 S. Walker Road off Hwy.105 halfway between Cleveland (Hwy.59N) and Lake Conroe (Hwy 45N).

SUPERVISOR/TRAINING:

President – James C. Keliehor, P.E, Trainer - Amy C. Keliehor (M, TH, F).