

Part-Time Office Assistant

Location: In-Office — Danville, PA

Company: Mantle

We are a locally-owned archival manufacturing company seeking a reliable and detail-oriented **Office Assistant** to support our day-to-day operations. This is an **in-office position** based in **Danville, PA**, ideal for someone who enjoys organization, problem-solving, and working in a small team environment.

Key Responsibilities

- General office administration and clerical support
- Data entry, invoicing, and basic bookkeeping using **QuickBooks**
- Managing files, records, and internal documentation
- Supporting production, sales, and management teams with administrative needs
- Answering phones, responding to emails, and coordinating schedules as needed
- Maintaining organized digital and physical office systems

Required Qualifications

- Experience using **Microsoft Office Suite** (Word, Excel, Outlook)
- Comfortable working with **QuickBooks**
- Strong organizational skills and attention to detail
- Ability to learn new systems and processes quickly
- Reliable, self-motivated, and professional in a workplace setting

Preferred (Bonus) Qualifications

- Experience with **Great Plains** or similar ERP/accounting systems
- Previous experience in an office, manufacturing, or administrative role

What We Offer

- Stable, in-office position with a growing niche manufacturer
- Supportive, team-oriented work environment
- Opportunity to grow skills and take on more responsibility over time
- Competitive pay based on experience

If you're organized, dependable, and eager to learn, we'd love to hear from you.

To Apply:

Please go to mantleproducts.com/employment and fill out an application.