

# NORTHSTAR CALIBRATION

*Gaging and Calibration Services*



1045 26<sup>th</sup> Place NW  
Owatonna, MN 55060  
507-444-9111

## Job Posting

### Position: Office Manager

Northstar Calibration, Inc. is a growing ISO 17025 accredited calibration laboratory. We are looking for the right individual that can grow with our organization.

We are currently hiring a full time Office Manager position to take charge of our customer service duties and general site operations management.

Hours are 7:30am – 4:00pm, Monday-Friday. Our operations are a clean, office-type environment. We desire someone who works with little management guidance, and can operate with a high degree of integrity to ensure our customers are served well and our industry reputation is maintained.

### Key Responsibilities:

1. Oversee, coordinate and/or perform daily shipping and receiving duties, including packaging, UPS shipping, and computer entry of work orders and invoicing. The position works with a full time Customer Service Assistant that is focused in the Shipping/Receiving process.
2. Provide quotes to customers, both for calibration services & new gage sales. Prepare pricing lists for customers using Excel.
3. Coordinate Purchasing activities, including quoting of subcontracted & purchased items with suppliers.
4. Provide customer service, including making phone calls to customers to discuss orders or provide answers, coordinating & scheduling work with the lab and customers, etc.
5. Perform internal accounting duties, including payroll, accounts payable, receivables & deposits, credit card and checking reconciliation, etc.
6. Provide HR support, including coordination of medical benefits, etc.

### Knowledge, Skills, & Abilities:

1. Attention to detail and accuracy of work.
2. Good interactions and communication skills, including written and verbal abilities. Supervisory experience & training is preferred.
3. Good phone, computer, time management, & organizing skills. Must have average to good typing skills, a basic proficiency with Word & Excel, and we desire hands-on experience with computer systems (data base entry). QuickBooks experience is preferred.
4. Technical knowledge in manufacturing, inspection tools, gaging, or calibration is beneficial, but not essential. A good mechanical aptitude is very helpful to understand our customers' equipment.
5. Experience &/or formal training in accounting, financial management, or bookkeeping is desired; or experienced in business management & business operations.
6. Ability to lift 50 lb packages, and package gaging and equipment. Clean driving record to drive our van to make local deliveries.

### Contact Information:

Send resume to: [john@northstarcalibration.com](mailto:john@northstarcalibration.com)

John Moorhouse, President  
Northstar Calibration, Inc.  
1045 NW 26<sup>th</sup> Place  
Owatonna, MN 55060  
507-279-3513 cell  
[www.northstarcalibration.com](http://www.northstarcalibration.com)