

Assistant Office Manager

Full-time · On-site in Oklahoma City, Oklahoma

About Us

We're a small, family-owned company that builds and installs cloud-based SCADA and IoT monitoring solutions for water and wastewater systems. We operate like a real family — close-knit, supportive, and invested in our people. Every contribution here matters.

The Role

We're hiring an organized, detail-oriented Assistant Office Manager to work alongside our Office Manager and share the day-to-day work that keeps the business running. It's a varied, hands-on role spanning bookkeeping, office administration, customer service, and event coordination — ideal for someone who takes ownership and makes sure nothing slips through the cracks.

This role touches every part of the business, so discretion with sensitive and confidential information is essential.

What You'll Do

- Manage AP/AR: enter bills, code bank transactions, and cut customer invoices
- Maintain general accounting in QuickBooks, including recurring journal entries to reconcile our manufacturing system
- Keep our MRP system current — ensure sales orders and POs are picked, closed out, and invoiced
- Answer incoming customer calls and serve as a friendly first point of contact
- Manage the owner's calendar and scheduling
- Assist with basic HR duties and coordinate trade show registration and logistics

What We're Looking For

- Bookkeeping experience (AP/AR, general ledger, bank reconciliation, invoicing)
- Proficiency with QuickBooks
- Strong organization, attention to detail, and follow-through
- Excellent discretion with confidential information
- A friendly, team-oriented attitude and clear communication
- Comfortable juggling varied and shifting priorities

Nice to Have

- Experience with an MRP/ERP system (we use DBA — a plus, not required)
- Manufacturing or B2B office experience

Details

Employment type: Full-time

Location: On-site in Oklahoma City, Oklahoma

Compensation: Based on experience

To apply: Email your resume to jobs@d6labs.com with the subject "Job Resume: Assistant Office Manager"