



Homestead Training Center

Job Title:	Assistant Office Manager	Job Category:	Administrative
Location:	Homestead, FL	Travel Required:	None
Level/Salary Range:	Start \$19 / hour	Position Type:	Full Time
HR Contact:	Arnold Bustillo	Date Posted:	
Will Train Applicant(s):	Will provide training	Posting Expires:	

External Posting URL:	www.shoothtc.com Instagram
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Applications Accepted By:

EMAIL: WILL@SHOOTHTC.COM CHRIS@RANGE29.COM	Subject Line: Assistant Office Manager Position
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Job Description

We are seeking a highly organized and responsible assistant office manager to join our growing organization. You will assist in managing the day-to-day operations of our business to keep it running smoothly. You will assist in evaluating and enhancing office processes, systems for office personnel including filing, billing, accounts payable and scheduling.

ROLE AND RESPONSIBILITIES

- Ability to Delegate, Supervise and see tasks through from start to finish
- Scheduling of office staff
- Ordering and maintaining inventory
- Invoicing Clients
- Organize and document office operations and procedures. Ensure these procedures are being followed by office staff.
- Order office supplies as needed.
- Provide reminders for staff when important events are upcoming.
- Provide Support to Clients

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma Required
Associate's degree; BA, BS a plus
Native English Speaker Required - Bilingual is a plus

PREFERRED SKILLS

Prior experience handling office responsibilities
Experience in customer service
Excellent verbal and written communication skills
Proficient computer skills such as Excel, Word, and or Google Workspace (preferred), Adobe Acrobat.
Support superiors with office related matters.
Leadership skills

Reviewed By:	Chris Donaldson	Date:	Jun 2, 2026
Approved By:	Arnold Bustillo	Date:	Jun 3, 2026
Last Updated By:	Chris Donaldson Arnold Bustillo	Date:	Jun 3, 2026, 4:30 PM