



MARKETPLACE HOSPITALITY GROUP

Office Administrator (Full-Time | Onsite | Sheffield, MA)

We're a thriving food & beverage business with 70 employees and 5 locations looking for an experienced Office Manager to keep our operations running smoothly.

- ✓ 5+ years in office management (mid-size companies)
- ✓ Strong with QuickBooks Online, payroll, and digital tools
- ✓ Comfortable with AP, compliance docs, website & social media updates
- ✓ Organized, tech-savvy, and ready to support owners & staff daily

📍 Full-time, onsite in Sheffield, MA | Mon–Fri 9–5

💼 Salary + benefits | Compensation based on experience

👉 Apply now to join a friendly, fast-paced team and make an impact in a 30+ year business!

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