

Carolina Woman, now in its 15th year as the magazine for women in the Triangle, is hiring a full-time, self-starting, industrious Office Manager. Our ideal candidate has at least 3 years' experience, is computer-savvy and has excellent skills in Word, Excel, Acrobat and Outlook in a Windows environment. The Office Manager works closely with the publisher, editor, advertising executives, art director, production department, accounting, the public and outside vendors. Must be organized, efficient, multitasking and able to handle simultaneous tight deadlines while having a pleasant and professional demeanor. Familiarity with the Triangle region, knowledge of publishing and sense of humor a plus. Carolina Woman is a casual, friendly, easy-going office with a lot going on! Benefits include Blue Cross/Blue Shield. If you're the go-to type we're looking for, please send your cover letter and resume to projects@carolinawoman.com as a Word or PDF attachment. No phone calls please. EOE.