



Website: www.nawah.us

About NAWAH

NAWAH stands at the forefront of architected nanomaterials, leveraging the unique potential of vertically aligned carbon nanotube (VACNT) technology. Our materials are opening new horizons in next-generation composites, fuel cells, and electrolyzers.

From our facilities in Rousset (France) and Dayton, Ohio (USA), we design and manufacture innovative solutions that are shaping the future across a wide range of industries.

Location: Englewood, Ohio

Job Type: Full-Time, Exempt

Office Manager located in Dayton (OH)

We are seeking an experienced Office Manager to oversee day-to-day administrative operations and facilitate efficient workflow across our organization. This role is essential in supporting our team with purchase orders, accounts payable/receivable processes, vendor relations, material ordering, and other key administrative duties.

Key Responsibilities:

- Finance
 - Create and manage purchase orders (POs)
 - Process accounts payable (AP) and accounts receivable (AR) transactions
 - Create and manage accounts payable
 - Reconcile invoices, statements, and expenses
- Administrative duties
 - Maintain accurate filing and archiving systems
 - Assist with schedule planning, meeting organization, and communication
 - Serve as the primary coordinator
 - Greet visitors and schedule appointments
 - Organize travel
- Facilities Management
 - Order materials and manage inventory levels
 - Ensure that the office is organized, well-stocked, and functioning efficiently
 - Ensure regular maintenance of office premises
 - Implement and improve office policies and procedures
- Personnel administration
 - Assist with staff onboarding and administrative tasks

Qualifications:

- Minimum 2 years of experience in Office Management or related administrative roles
- Proven experience with AP/AR and PO management
- Proficiency with Microsoft Office Suite and general office software (experience with QuickBooks or similar systems is a plus)
- Excellent organizational and time management skills
- Strong attention to detail and problem-solving ability
- Excellent communication and interpersonal skills
- Ability to prioritize and multitask in a dynamic environment

Preferred:

- Associate's or Bachelor's degree in Business Administration or a related field



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- Experience with budgeting, HR support and manufacturing technical environment
- Knowledge of vendor negotiation and inventory control

Why Join Us?

- Collaborative and supportive team environment
- Growth and learning opportunities
- Competitive salary and benefits package

Interested? Send your updated CV to: jobs@nawah.us