

agrostis, inc.

Office Manager

Agrostis, Inc. Landscape Architecture & Land Planning in Jackson Hole, Wyoming is seeking an office manager for approximately 30 hours per week.

Must be proficient in Quickbooks Online invoicing, payroll, etc. Full-time benefits include flexible schedule, ski pass, medical insurance and retirement contributions. Compensation dependent on experience. Please email resume and cover letter to info@agrostisinc.com