

**Company:**

Arthrokinex is a start-up healthcare company based in Edmond, OK that has developed a natural, drug free, safe, non-surgical treatment for joint pain from Osteoarthritis. This is an exciting opportunity for an individual to get in on the ground floor of a growing company that is planning a national expansion.

**Position:**

Office Manager/Bookkeeper

**Location:**

Edmond, OK

**Roles/Responsibilities:**

Qualified candidates should be able to perform in a fast paced environment, possess out-standing communication skills and be dedicated to a team oriented culture! Duties will include but are not limited to:

- Accounts payable
- Accounts Receivable
- Payroll Processing
- Purchasing of supplies and inventory
- Assist in making travel arrangements for personnel
- Assist with management reporting
- Administrative support to the management team when requested
- Provide effective customer service which includes a high quality communication with patients and internal staff.
- Provide telephone support

Must have proficient computer skill and able to work independently. This is a full time position working Monday through Friday. Competitive salary and benefits will be offered to the right candidate.

Interested candidates should apply by sending a resume and cover letter to [careers@arthrokinex.com](mailto:careers@arthrokinex.com).