



## **Office Manager**

### **Role Mission:**

To ensure the efficient operation of the office by managing administrative tasks, supporting marketing efforts, and fostering a professional and welcoming environment for employees and clients.

### **Key Responsibilities:**

- Manage and coordinate office operations and procedures.
- Oversee marketing efforts and maintain marketing channels.
- Handle inbound calls and emails, providing excellent customer service.
- Manage office supplies and equipment.
- Assist with scheduling and administrative tasks as needed.
- Process all contracts. Coordinate all insurance certificates and project bonds.
- Ensure that all billings are in correct format, have all proper documentation attached, and are received by clients at the correct time for payment.
- Contact clients on a regular basis to assure timely payment of all outstanding invoices.
- Coordinate all required submittal dates with the project manager.
- Provide project information to all project managers.

### **Qualifications:**

- Previous experience in office management or administrative roles.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in office software (e.g., Microsoft Office).

### **Demonstrate the following values:**

- **Serve Others:** Prioritize the needs of co-workers and customers, demonstrating a willingness to help with any task.
- **Empower Their Team:** Support colleagues by providing the necessary tools, training, and encouragement.
- **Show Compassion and Empathy:** Make time to listen to co-workers and clients, showing genuine interest and empathy towards their challenges.
- **Act with Integrity and Honesty:** Communicate transparently and uphold high ethical standards in all dealings.
- **Practice Humility and Teachability:** Admit mistakes and view them as opportunities for growth, continually seeking to improve.
- **Mentor and Develop Others:** Invest in the growth and development of team members, leading by example.
- **Engage in Acts of Service and Kindness:** Participate in community service and support co-workers through acts of kindness and recognition.

### **Benefits:**

- Competitive salary.
- Opportunity to work in a dynamic environment.
- Comprehensive benefits package.

### **How to Apply:**

Please submit your resume and a cover letter explaining your office management experience and skills via the form [here](#).