

Position: Office Manager

Overview

Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities, including receiving and handling information.

General Responsibilities

- Answer phones & connect caller to the appropriate person.
- Correctly record messages.
- Assist with the coordination and facilitation of the bidding process.
- Manage all subcontractor and supplier information. e.g. Insurance requests, etc.
- Set up and maintain filing systems.
- Manage accounts receivable & accounts payable.
- Prepare and manage correspondence, reports, and documents.
- Organize and coordinate meetings, conferences, etc.
- Maintain office equipment (i.e. copiers, printers, computers, fax machines, etc.)
- Process payroll via ADP on a weekly basis.
- Monitor and assess timecards via Buddy Punch on a daily and weekly basis
- Maintain schedules and calendars for executives and key staff.
- Research and plan travel for executives and key staff.
- Arrange and confirm appointments & meetings.
- Organize internal and external corporate events.
- Handle incoming mail and other material.
- Maintain databases.
- Communicate verbally and in writing to answer inquiries and provide information.
- Liaison with internal and external contacts.
- Coordinate the flow of information both internally and externally.
- Represent JCI at tradeshow and career fairs.

Experience & Education

- Minimum of a High School Education. Bachelor's degree preferred.
- Commercial construction industry experience.
- Advanced experience with Microsoft Word, Excel, PowerPoint, Publisher. Microsoft Project
- Knowledge of administrative and clerical procedures.
- Knowledge of business principles.
- Proficient in spelling, punctuation, grammar, etc.
- Proven experience in producing correspondence and documents.

- Proven experience in information and communication management.

Key Competencies

- Excellent verbal and written communication skills.
- *Advanced experience with QuickBooks.*
- Superior work ethic.
- Excellent attention to detail.
- Ability to multi-task in a qualitative and efficient manner.
- Trustworthy.
- Excellent planning and organizing skills.
- Excellent time management skills.
- Great interpersonal skills.
- Customer-service orientated