

Position Title:

Full Time Office Manager/Book Keeper

Duration:

40 hours a week

Essential Duties and Responsibilities:

- Review of time sheets and subcontractor invoicing
- Use of Quickbooks to create invoicing and to conduct job costing
- Evaluate budgets and benchmark for each month
- Customer outreach for past, present and future clients
- Scanning paper work and filing onto server
- Organize and keep office clean and organized
- Handle phone calls and scheduling for jobs
- Process documentation with utility programs
- Scheduling and processing payments
- Input information into payroll service
- Must have own transportation to restock office supplies
- Attend public events or meeting as needed on behalf of the owner
- Attending shows a couple of weekends each year

Qualifications and Experience:

- Candidate holds or is working towards Associate/ Bachelor Degree.
- Ability to work independently and solve problems with minimal supervision.
- Ability to meet daily and weekly deadlines.
- General experience with accounting, invoicing and general office tasks
- Proficient in Microsoft Word, Excel, PowerPoint, Email. (Preferably Gmail)
- Comfortable in speaking on behalf of the company and the values the company looks to maintain.
- Construction knowledge would be extremely beneficial and should be noted on resume or cover letter.

Work Environment:

The key is applicant is looking to work in a growing firm, with a personality who looks forward to work and wants to help assist in our organization growth.

To Apply:

Email your Resume and Cover letter as a word or PDF document.

** Please consider adding three references in email for review at the time of submission