

Office Manager

We partner with homeowners, contractors, designers, and architects in the journey of remodeling and building, so our clients can stop feeling overwhelmed and enjoy a smooth and personalized experience guided by trusted experts delivering a captivating, functional, and livable space.

We are looking for our next success story - an Office Manager to join our winning team!

Do you have the right attributes, talent, and effort?

- *Are you a creative and analytical person who puts what is best for the team and clients first?*
- *Do you have a client-forward attitude with the proven ability to prioritize tasks in order to effectively meet deadlines and provide high quality service to clients?*
- *Are you an enthusiastic team player that is a fantastic communicator and wants to contribute to a terrific work environment and culture?*
- *Are you someone who aspires to grow your skills in a growing company? **If so, read on. You may have found your next career opportunity.***

Secure your opportunity to do more of the administrative and operational work you love, and work in a great team culture. We believe in improving people's lives through their living environments and we work with clients on custom projects in Chittenden county and beyond.

If you are able to:

- *Implement innovative and efficient systems to streamline operations, and complete administrative tasks timely and accurately.*
- *Prepare and deliver accurate client financial documents (estimates, invoices, contracts) and efficiently process Accounts Receivable and Accounts Payable, including timely entry of bills/invoices into QuickBooks.*
- *Respond promptly to leads, accurately log and follow-up with scheduling in the CRM, and successfully coordinate project logistics, vendor quotes, and material orders/tracking.*
- *Consistently order, track and organize client project materials in storage room, maintain showroom/office inventory, assist with showroom cleanliness (vacuum, dust, etc), and efficiently manage office supplies and equipment.*

If this is you, you may have found a great career fit! This is a unique opportunity to be a part of a dynamic and growing team, and to contribute your skills and expertise to our clients' renovation journeys.

As an Office Manager at our company, you will be rewarded with:

- *A competitive salary*
- *Health insurance reimbursement*
- *Generous PTO package*
- *And a team culture where you will feel valued and supported*

This is a great opportunity to do the work you enjoy and continue developing your skillset in a fast-paced industry, while enjoying the benefits and support of a friendly and positive work environment with trustworthy coworkers.

We are seeking an experienced Office Manager who:

- *Has a positive attitude*
- *Is detail-oriented and organized*
- *Is self-motivated*
- *Has strong computer and technology skills*
- *Has innate interpersonal and communication skills*

As an Office Manager, your primary responsibilities will include:

- *Maintaining consistent company standards and protecting the company's reputation*
- *Provide administrative assistance to the President, Designers, and other team members*
- *Prepare and deliver client design agreements, estimates, invoices, payment schedules, and contracts, and perform AR and AP functions*
- *Answer the main office phone, qualify prospective clients, and respond to web leads, logging them in the CRM*
- *Assist with coordinating project schedules, gathering vendor quotes, and ordering/tracking/receiving materials*
- *Meticulously managing expectations for clients, contractors, vendors, etc*

The best reasons to join Woodstock Kitchens & Baths:

1. You will get to be a part of a company that acts with integrity. We are led by the golden rule and treat others the way we want to be treated.

2. You will play a vital role in a team of effective communicators. We are exceptional communicators, carefully setting and managing expectations with our clients, contractors, and one another.

3. You will have the opportunity to be part of a team of relationship builders. Building trust and relationships, and delivering exceptional service is where we shine!

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We only have one Office Manager position available and we are looking to hire ASAP. If this speaks to you or you know someone who perfectly fits the description, get in touch with us!

To apply - Send your resume and cover letter to careers [at] woodstockkitchens [dot] com.