

Office Manager Job Description

Financial Administration

- Processing accounts payable and receivable, including vendor invoices and client payments.
 - Managing and reconciling company credit card statements and expense reports.
 - Assisting the owner with basic bookkeeping tasks and preparing documents for the company accountant.
 - **Quickbooks Online experience preferred.**
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Client & Vendor Communication

- Serving as the primary point of contact for inbound phone calls and general email inquiries.
 - Coordinating and scheduling meetings and appointments for project consultations and internal staff.
 - Maintaining organized and up-to-date client and vendor contact databases.
 - **BuilderTrend experience preferred.**
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Operational & Administrative Support

- Overseeing and ordering office supplies, equipment, and consumables, ensuring stock levels are maintained.
 - Managing the filing system (both digital and physical) for contracts, permits, invoices, and blueprints.
 - Handling incoming and outgoing mail, packages, and deliveries.
 - **Google Suite experience preferred.**
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Project & Documentation Support

- Assisting project managers with the preparation and organization of project-related documentation (e.g., contracts, change orders, warranties).
- Tracking and ensuring all necessary building permits and licenses are properly filed and documented.
- Maintaining the company's digital document management system (e.g., cloud storage, shared drives).

- **Microsoft Office experience preferred.**
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Human Resources & Staff Support (Basic)

- Maintaining accurate and confidential employee records and time-off requests.
- Assisting with the onboarding paperwork for new hires.
- Coordinating and managing office technology functionality, including printers, internet, and phone systems.
- **Gusto experience preferred.**