

Office Manager /Office Administrator

General Summary: Office Managers/Office Administrators are responsible to the Division Manager, or person designated by the Division Manager, for assisting in the achievement of the aims and goals set forth for the division. They are responsible for the functions assigned to them being performed in accordance with the policies and procedures of the company. Their responsibilities include, but are not limited, to the following:

Responsibilities:

1. Monitor, control, schedule and balance workload for assigned administrative personnel.
2. Training of assigned administrative personnel.
3. Computer-related responsibilities:
 - a) Serve as network administrator for the division.
 - b) Serve as mail administrator for the division.
 - c) Communicate computer-related problems to I. S.
4. Work order billing and controls.
5. Mail/correspondence related responsibilities:
 - a) Division incoming mail and correspondence distribution.
 - b) Monitor and control, by review, all incoming and outgoing correspondence.
 - c) Control of correspondence with GM/Marketing/Corporate Services.
6. Monitor and control the Division Calendar to assure that the weekly, monthly and quarterly schedules are met. This includes, but is not limited to, the following:
 - a) Assist in the preparation, and assure the accuracy, of monthly job pay requests.
 - b) Coordinate the preparation of the Monthly Job Status Updates and Monthly Job Productivity Reports.
 - c) Coordinate the preparation of the Division's Financial Statement.
 - d) Assist the Division Manager in monitoring expenses versus adjusted budget.
 - e) Coordinate the preparation of Job Overhead Expense forms monthly.
 - f) Preparation of the Monthly Checklist and Maintenance Report.
 - 1) General appearance of division office.
 - g) Monitor and control the preparation and accuracy of the Estimate Log.
 - h) Monitor and control the file retention policy.
8. Monitor and control all procedures established in the General Policies and Operating Procedures.
9. Monitor and control, by review, the reports designated in the General Policies and Operating Procedures Instructions for Computer Reports.
10. Coordinating and monitoring division office and job site offices, equipment, furniture and office supplies.
11. Monitor the execution of worker's compensation, auto accidents, damaged and stolen property claims and related paperwork.
12. Monitor issuance of company **calling** cards and pagers.
13. Assist Finance Department with account receivable follow-up.
14. Monitor the accuracy of approved change orders submitted by owner, general contractor or architect, preparing for signature, adding to pay procedure.
15. Coordinate with General Management the placing of help wanted ads as needed.
16. Assure proper order and procedures of division accounting/record-keeping systems.
17. Handle stamp sales, change requests, and petty cash reimbursements.
18. Monitor the adherence to established policies concerning, but not limited to:
 - a) The company's Hazardous Communication Program.
 - b) The company's Substance Abuse Program.
 - c) Policies concerning suppliers.
 - d) Vehicle usage.

19. Attend weekly meeting conducted by the Division Manager to review information and discuss upcoming workload.
20. Attend Administrative Team Meetings as scheduled.
21. Accountable to management for review and verification of petty cash and “voucher but do not pay” invoices.
22. Monitor and control, but not limited to, the following:
 - a) The reimbursements of Petty Cash, Weekly Expense Approval Request, etc.
 - b) The adherence to the Division Office Operations Procedures (General Policies and Operating Procedures).
 - c) Computer inventory procedures.
 - d) Company payroll and related procedures.
 - e) The dispatching of service calls (in the absence of a Service Coordinator).
 - f) Preparation of the Division Compliance Report.
23. With the assistance of the Finance Department, monitor and control accounts turned over to Small Claims Court.

Position Requirements:

Licenses - Current driver’s license if required by job conditions; applicable federal, state and local licenses as required by job conditions or by the company.

Certifications - Applicable federal, state and local certifications as required by job conditions or by the company.

Education - High School Graduate, holder of G.E.D., or equivalent **Deftech** training.

Experience - Required or necessary experience and/or training to assure all aspects of position are performed efficiently and productively while operating in accordance with policies and procedures of the company.

Working Conditions:

1. All work is performed in office environment.
2. Able to work 40 hours per week, overtime as required, night shifts; work out of town if needed.

Skills:

1. Plan, direct, and coordinate an entire activity or the activities of others.
2. Evaluate information and analyze problems logically to develop solutions.
3. Communicate well.
4. Present information effectively.
5. Express ideas clearly to others.
6. Understand the meanings and relationships of words and use language effectively.
7. Possess good telephone manners and speak well on the telephone.
8. Take and follow orders.
9. Maintain confidentiality.
10. Work with figures quickly and easily.
11. Deal with people in actual job duties beyond giving and receiving instructions.
12. Work independently.
13. Work with numbers accurately to review budgets, materials, and time schedules.
14. Make decisions based on personal judgment.
15. Perform a variety of duties which may change often.
16. Perform repetitive tasks.
17. See details and recognize errors in written material, numbers, charts, or tables.
18. Have excellent computer skills.

Physical Function:

1. Hear and see well (either naturally or with correction).
2. Sit for long periods of time.
3. Speak clearly.
4. Work skillfully with hands.
5. Coordinate the use of eyes, hands and fingers.
6. Repetitive use of arms, hands and fingers.
7. Bend and stoop.

(This description covers the principal duties and responsibilities of the job. The description shall not be interpreted as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day).