Chilkat Custom Contractors

Office Manager Job Description

The Office Manager works with the Owner, Project Manager and the Bookkeeper to administer construction projects from bid to closeout, and maintains efficient, professional, and confidential operation of Chilkat Custom Contractor's business operations and office.

Employment Terms:

Hours: Approximately 15-20/week on a set schedule (set days/times).
Work Location: 209 S. Sawmill Road
Reports to: Owner, Project Manager
Pay Rate: DOE
Benefits:

- Vacation/Sick Pay: 1 week's paid vacation (set at regular hours worked per week), 1 week's sick pay (set at regular hours worked per week)

1. Project Administration:

Administer projects using construction management software.

Assist with Bids and Proposals

- Assist the project manager with obtaining information from vendors and subcontractors to create bids and estimates.
- Proof bid and estimates for accuracy/completeness.
- Create and submit project proposals and schedules for customers.
- Prepare project contract documents.
- Prepare project files.
- Other duties as required.

Create/Manage Project files

- Enter project budgets in construction management software.
- Track project schedule.
- Enter trade partners/subcontractors.
- Send each subcontractor a contract or subcontractor agreement.
- Collect Subcontractor documents and maintain files.
- Complete a Construction Sales Tax Exempt applications.

Manage billing and project finances

- Enter all receipts phased correctly to each project after review by project manager.
- Bundle phased receipts weekly for the bookkeeper.

- Contribute to creating monthly progress billings.

Submittals and Procurement

- Maintain project Procurement Logs.
- Create materials submittals based on specifications for all items required by the contract.
- Order materials as specified in the approved submittals and according to the project schedule.
- Track shipments, record arrivals

Change Orders

- Create/submit change order proposals as needed
- Maintain a Change Order Log

Weekly Customer Progress meetings

- Maintain meeting files
- Compile daily construction reports/photos
- Create draft meeting agenda for Project manager; edit and send meeting packet to customer
    - Agenda
    - Last week's minutes
    - Prior week's daily reports
- Record minutes/action items at construction progress meetings
- Communicate with customer as needed about all aspects of the project

2. Office Management

- Weekly search for RFPs, Bids, and Prospects
- Errands as needed.
- Collect and phase all receipts to pass off to bookkeeper for accurate billing and recording of expenses.
- Maintain complete and accurate files.
- Manage/update website.
- Inventory and order office supplies.
- Order company work wear and promotional materials as needed.
- Check office answering machine, take messages, return calls as needed.
- Maintain and apply for company charge accounts as needed.

Employees:

- Create files for new employee paperwork, send info to bookkeeper
- Create job postings as needed, advertise
- Keep new employee packets and applications on hand
- Assist new employees with required time clock apps

Other:

- Maintain up-to-date business licensing
- Maintain software subscriptions.
- Review and update employee manual
- Update annual safety plan

- Annual business license renewal, resale certificate
- Manage DUNS registration
- Set up and maintain SAM Registration (lapsed)
- Annual DOL and BLS business surveys
- Other duties as required

Preferred Qualifications:
Excellent professional communication skills, both written and verbal.
Proven problem-solving abilities.
Strong organizational and multi-tasking skills.
Proficiency with common desktop and web-based software programs.
Aptitude for learning new software programs and computer-based tasks.
Willingness and ability to maintain workplace confidentiality.
Positive, professional attitude.
Experience in conflict resolution is a plus.

To Apply:
Resume with letter of interest and three professional references (include reference contact information) to carlos@chilkatcontractors.com. Email questions or call 907-766-3035.