



Position Description Office Manager / Receptionist

Duties / Responsibilities

- Answer phone, transfer calls, take messages, etc. Must be pleasant and cheerful.
- Accounting duties such as accounts payable and invoicing.
- Send Bi-weekly payroll information to Payroll Company.
- Greet clients, salesmen and contractors that come to the office.
- Schedule appointments, travel arrangements, etc.
- Maintain and update company contact list in Microsoft Outlook.
- Type letters and other correspondence for office staff.
- Transcription of recorded inspection reports by engineers if needed.
- Prepare marketing information for proposals including resumes and project descriptions.
- Prepare and coordinate printing and mailing for mass marketing campaigns.
- Search multiple websites weekly for marketing opportunities.
- Coordinate printing of plans and specifications for projects.
- Maintain and purchase required office supplies.
- Coordinate IT needs and personnel issues with IT consultant.

Requirements

- High School Diploma required.
- Two year associate's degree in office related field preferred.
- Proficient with Microsoft Office applications.
- Experience with Microsoft Sharepoint software preferred.
- Proficient with Quickbooks or equivalent accounting program.
- Typing background
- Must be well organized.
- Must be a self-starter and comfortable working independently.
- Must have a professional and pleasant attitude.