



OFFICE MANAGER

RESPONSIBILITIES

- Lead qualification & client relations
- Executive and administrative support including answer phones, manage email and calendar
- Office facility & IT management
- Contract processing & special projects
- Coordinate meetings and events
- Shipping, receiving and distribution of mail & deliveries
- File and maintain records in database
- Monitor and maintain office supplies inventory
- Internal department support (HR, Marketing)

QUALIFICATIONS

- 3+ years of management-level experience
- Associates Degree or higher (or equivalent)
- Fast notes, typing 70+ wpm
- Exceptional organizational and time management skills
- Strong written and verbal communication abilities
- Proficient in Microsoft Office Suite
- Detail-oriented with a high degree of accuracy
- Proactive problem-solving skills and takes initiative
- Flexibility to adapt to changing priorities and handle multiple tasks simultaneously

BENEFITS

- Medical & Dental Insurance
- Paid vacation & sick time
- Employer-Matched Retirement Savings Plan
- Build award-winning projects
- Fun & rewarding place to work
- Company parties & events

Email cover letter and resume to:
hr@jrpdesignandremodel.com

