



CMB SERVICES INC.

**JOB DESCRIPTION:** We are seeking to fill the role of Office Manager to help with the organization and running of the daily operations within the company. The ideal candidate will be a hard-working professional, able to undertake a variety of office support tasks, support office & field personnel, be capable of taking initiative to learn and grow within the company, and able to work diligently under pressure. This person **must** be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

**JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Set Up and Maintain Electronic and Hard Copy Files
- Track Change Orders, Requests for Information (RFIs), and Submittal Packages
- Develop/Maintain Technical Lists & Project Forms
- Prepare, Send, Receive, File, and Track Subcontracts and Purchase Orders
- Write Email Correspondence
- Prepare Documents, Project Manuals, and Informational Packages
- Scan and Copy Documents
- Provide Administrative Support to Management
- Act as a Point of Contact for Vendors, Subcontractors, Owners/Clients, and various Construction Teams
- Receive, Sort, and Distribute Communications/Mail/Packages
- Perform Reception Duties
- Answer and Route Calls on a Multi-Line Phone System
- Record Keeping and Filing – Support All Office Staff
- Prepares Travel Arrangements for Staff

**REQUIREMENTS/QUALIFICATIONS:**

- Self-Motivated
- Knowledge of Microsoft Office Suite to include Excel, Word, and Outlook
- Possess' knowledge of use with Office Equipment i.e., Scanners, Printers, Fax etc...
- Excellent Organizational and Time Management Skills
- Excellent Written and Verbal Communication Skills to include Professional Phone Skills
- Ability to Multitask, Anticipate Needs of Colleagues, & Follow Instructions with Limited Supervision.
- Ability to Work Well in a Construction Office Environment
- Clean Background Record

**PERFERED SKILLS**

- Familiar with Federal/State Municipality Procurement Procedures
- Experience as a Back-Office Assistant, Office Assistant, or in another relevant Administrative Role (1-3 years)
- Knowledge Office Management Procedures
- Ability to implement Office Management Procedures
- Bi-Lingual is a Plus

**SCHEDULE:** 8:15 a.m.- 4:30 p.m. Monday – Thursday & 8:15 a.m. – 12 p.m. Friday

**REPORTS TO:** Company President

**COMPENSATION:** \$15-\$23/hour

**ADDITIONAL BENEFITS (After probation period):** Medical Insurance, Half-Days on Friday



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