



# McANANY CONSTRUCTION

<b>Job Title</b>	Office Manager
<b>Department/Crew</b>	Administration
<b>Reports To</b>	President
<b>Union</b>	Non-bargaining
<b>Employment Status</b>	Full-time/40 hours
<b>Exemption Status</b>	Non-exempt/hourly
<b>Work Schedule</b>	Year-round
<b>Working Hours/Shift</b>	Monday-Friday during the day
<b>Salary Range</b>	\$30-32 per hour

## Job Duties

- Invoice Management/Accounts Payable
- Clerical data entry
- Assist with HR paperwork for new and current employees
- Manage office supply inventory & reordering
- Manage multiple Outlook calendars for team/company
- Answer company phone
- Manage company general email inbox
- Manage incoming/outgoing mail and packages
- Greet and direct in-person visitors
- Maintain shared office equipment (printer, copier, fridge, etc.)
- Book travel arrangements
- Support leadership team with administrative tasks as requested
- Be the liaison to:
  - Multiple labor unions
  - Outsourced HR firm
  - Cleaning company
  - Rug company
  - IT company

## Required Soft Skills

- Excellent communication skills
- Confident problem solver
- Independent/self-starter
- Organized and resourceful
- Detail oriented
- Fast and eager learner
- Sense of humor

**Desired Qualifications**

- High school diploma or GED, minimum
- 2+ year of related experience
- Strong tech savviness
- Strong understanding of Microsoft Office Suite (Word, Excel, Outlook, SharePoint, etc.)
- Experience with construction industry is a plus
- Experience with Foundation Software is a plus

**Physical Requirements**

- Ability to sit or stand majority of working hours

**Work Environment/Conditions**

- Indoor office building

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.*

*McAnany Construction is an equal opportunity employer and is committed to compliance with its obligations under all applicable state and federal laws prohibiting employment discrimination. In keeping with this commitment, it attempts to reasonably accommodate applicants and employees in accordance with the requirements of the disability discrimination laws. It also invites individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing an undue hardship.*