Construction Office Manager

ROBERT SMITH

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Objective

To obtain a Construction Office Manager position, offering over 18 years of experience as an Administrative Assistance, using my facilitation, organization, logistics, scheduling, and research skills, along with exceptional, computer, managerial, sales, marketing, and customer service skills.

Skills

Acrobat, As400, Accounts Payable, Accounts Receivable, Customer Service, Administrative Assistant, Microsoft Office Suite, Retail Sales.

Work Experience

Construction Office Manager

ABC Corporation - February 2013 – September 2020

- Developed a dynamic list of industry contacts including vendors subcontractors and city and county officials.
- Entered each project in project management software and based on direction of project manager assigned tasks to appropriate staff.
- Tracked expenditures to ensure budget compliance and notified project manager of any overages.
- Processed change orders and entered same into project management software to ensure all changes were up-to-date and approved.
- Composed company correspondence not requiring management input and assisted in developing marketing materials.
- Maintained excellent communication with customers vendors and management to ensure all parties were updated on project progress and any approved change orders.
- Produced project status reports as requested.

Construction Office Manager

Delta Corporation - 2009 – 2013

- Daily entries into company website, subcontractors certificates of insurance, submittal, transmittal and blueprint logging and tracking.
- Creation of company forms and posting onto company website.
- Setting up travel and lodging for Vice President of Construction and assist in close out on finished jobsites.
- Worked with project manager coordinating contractors, bookkeeping and payroll, implemented training course for new recruits - increasing .
- Responsibility for review of all estimates Coordination and payment of subcontractors Responsible for accurate and timely billing of all projects .
- Responsible for all state and federal compliance of worksite safety Responsible for interfacing with engineers, inspection services and governmental .
- Began at this company as a receptionist and eventually ran all departments including account payable/ receivable, payroll, scheduling, and dispatching.

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Education

Associates in Child Development - (Los Angeles Southwest College - Los Angeles, CA)

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