

## office manager

The Office Manager serves as the operational backbone of Newkirk Novak Construction Partner's office, providing administrative, project, accounting, HR, and facilities support to keep daily operations running smoothly. This role is the first point of contact for visitors and callers and supports project teams and leadership with day-to-day tasks, while helping maintain an organized, professional, and welcoming office environment. Success in this role requires strong organizational skills, sound judgment with confidential information, and the ability to manage competing priorities in a fast-paced construction environment.

### Essential Responsibilities

#### Office Administration & Front Office

- » Oversee the day-to-day operations of the office and serve as the first point of contact for visitors and partners.
- » Answer and route incoming phone calls and emails.
- » Coordinate incoming and outgoing mail and deliveries.
- » Maintain organized digital and physical filing systems and company records.
- » Order and maintain office supplies, breakroom items, safety gear, and office equipment
- » Maintain a clean, organized, and welcoming office and common areas.
- » Prepare meeting rooms for guests.
- » Develop and improve office procedures to increase efficiency.
- » Support leadership with projects as needed.

#### Project Administration & Construction Support

- » Track trade partner compliance documentation, including certificates of insurance (COIs), W-9s, licenses, and other required documents.
- » Coordinate document requests between project managers, clients, and trade partners.
- » Support projects by ordering safety materials, signage, drawings, and personal protective equipment (PPE).
- » Support tracking of employee safety certifications (e.g., OSHA 10/30, First Aid/CPR) and maintain associated records.

#### Accounting & Financial Support

- » Assist with accounts payable and accounts receivable processes and coordinate with accounting team.
- » Process vendor invoices and customer billing documentation, including invoice coding.
- » Maintain organized financial records for the accounting team.

#### Vendor, Client, & Facilities Coordination

- » Serve as the primary administrative contact for vendors, trade partners, clients, and visitors.
- » Manage vendor accounts and service relationships (e.g., cleaning, pest control, waste management, shredding, lawn care, printer/copier service, telecom/mobile account).
- » Schedule meetings and coordinate calendars as needed.
- » Work with the marketing team to assist with company store, branded merchandise, and apparel inventory.
- » Maintain professional communication with internal and external stakeholders.

#### Human Resources & Employee Experience

- » Assist with employee onboarding and offboarding, including collecting required documents (e.g., I-9, W-4) and coordinating workstation setup.
- » Maintain accurate and confidential personnel files and training records.
- » Serve as point person for 401(k) enrollment and coordinate with the plan administrator.
- » Support benefits administration, including health insurance enrollment.
- » Assist with company meetings and employee events.

#### Fleet Administration

- » Manage truck fleet titling, registration/tags, and vehicle branding.
- » Track vehicle maintenance schedules and coordinate service as needed.
- » Support DOT compliance recordkeeping, if applicable.

## Required Qualifications

- » Minimum of 3-5 years of office administration or office management experience.
- » Excellent organizational and multitasking skills.
- » Strong written and verbal communication abilities.
- » High attention to detail and accuracy.
- » Ability to prioritize multiple responsibilities while meeting deadlines.
- » Proficiency with Microsoft Office (Word, Excel, Outlook).
- » Ability to quickly learn new software systems and technology.
- » Experience supporting payroll or human resources functions.

## Skills & Competencies

- » Strong organizational and planning skills
- » Professional written and verbal communication
- » Problem-solving, critical thinking, and quick response
- » Time management and prioritization
- » Customer service oriented
- » High degree of discretion and professionalism with confidential information
- » Ability to work independently
- » Team collaboration with a positive “can do” attitude
- » Adaptability in a fast-paced environment
- » Process improvement mindset
- » Takes direction from upper management assertively

## Physical Requirements

- » Ability to sit and work at a computer for extended periods.
- » Occasionally lift and carry office supplies weighing up to 25 pounds.
- » Ability to move throughout the office as needed.
- » Occasional travel between the office and job sites/vendors as needed.
- » Business casual dress.

## What Success Looks Like

### A successful Office Manager will:

- » Maintain organized and efficient office operations.
- » Ensure project documentation is accurate, complete, and up to date.
- » Provide timely support to project managers and leadership.
- » Build positive relationships with clients, trade partners, and vendors.
- » Help improve administrative processes that increase efficiency across the organization.
- » Maintain accurate records and ensure administrative tasks are completed on time.
- » Contribute to a positive, professional, and collaborative office environment.

**to apply, send your resume to [careers@newkirknovak.com](mailto:careers@newkirknovak.com)**

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program. Newkirk Novak Construction Partners is proud to be an equal opportunity employer,