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Construction office manager job description pdf

Construction Office Manager Job Description 4.5 67 votes for Construction Office Manager Construction office manager provides project leadership to the Construction Department by working with the Manager of Construction and Project Managers to establish project strategies, plans and construction execution philosophy. To write an effective construction office manager job description, begin by listing detailed duties, responsibilities and expectations. We have included construction office manager job description templates that you can modify and use. Sample responsibilities for this position include: May be required to train, develop, motivate and discipline subordinates as necessary to meet established goals Adheres to government laws and regulations and established rulings of government authorities including building codes, safety regulations Ordering, restocking and maintaining supplies and inventory for break rooms, restrooms, office products Coordinating work with support services (ARC, IT, HR, Safety, Corporate Facilities) Subject matter expert on all contract administration functions within the project life-cycle Develops the audit standards process for contract organization including the maintenance of contract files and the contract preparation process Coordinate resources to achieve project goals Taking over the responsibility as Project Manager for construction projects (technical project lead for office and factory projects) Achieving the assigned project goals in terms of quality, timeline and costs during the design and execution phase Ongoing collaboration with and reporting to the customer's representatives Construction Office Manager Qualifications Qualifications for a job description may include education, certification, and experience. List any licenses or certifications required by the position: PMP, LEED, AP Typically a job would require a certain level of education. Employers hiring for the construction office manager job most commonly would prefer for their future employee to have a relevant degree such as Bachelor's and High School Degree in Engineering, Architecture, Construction Management, Construction, Technical, Project Management, Accounting, Education, Performance, Business Desired skills for construction office manager include: Oracle and construction/engineering working rule agreements is desirable General accounting principles Construction management process Site acquisition procedures Budget development and execution Outside Plant Construction techniques for SCS Keeps up to date in the field of specialization Desired experience for construction office manager includes: Bachelor's degree in Business Administration, Accounting, Finance, or similar business field of study Experience in an office manager capacity Experience in preparation of capital budgets Experience in PeopleSoft project costing Hands-on experience with retail, retail banking, and tenant improvement construction projects preferred Work hours are Tuesday-Friday (5pm-Midnight) Construction Office Manager Examples Our company is growing rapidly and is looking for a construction office manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience. Responsibilities for construction office manager Maintain HCSS Heavy Job Payroll Database (rate tables, transfers, etc)Management of external project parties (general contractors, developers, architects, other planners and assessors)Planning, ongoing monitoring and regular reporting of project timelinesEnsuring the alignment of the design and execution of the project within the budgetDefining and implementing relevant mitigation measures to minimize deviations to the budgetReporting within the organization in cooperation with the commercial project managerCooperation with public authorities and other external parties to assure compliance with law and regulationsRegular assistance in cross-functional activities, such as the development of SRE internal tools, standards, key figures, benchmarksReporting and evaluation of project resultsEstablishes and maintains a variety of files and records in company maintained program Qualifications for construction office manager 3+ years business experience as a finance or accounting associate, office manager, or similar roleBachelor's degree (BA/BS) from a four year college and four to six years of related training or experienceMinimum of five (5) years directly related experience in an architectural, engineering, construction, and /or project management role or a minimum of seven (7) years equivalent combination of experience in an advisory and/or corporate real estate experience requiredBachelor's Degree in Engineering, Civil Engineering is preferableMinimum 15 years related experience in managing industrial building construction projectsExperience coordinating administrative staff and establishing support procedures Our company is hiring for a construction office manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below. Responsibilities for construction office manager Support the Project and Business goals through planning, recruitment and management of site construction personnel, including their training and developmentFinancial support operations such as project maintenance, project billings, credit card processing, correspondenceMay provide customer service for external customersMay provide sales supportCoordinate office functions with other departments and divisionAssists with orientation of new employees, new employee badging, and ordering businessPrepare/update project status reports, process purchase orders and invoices, update tracking reports and maintains all project data and documentationManages project budgets for subject properties and maintains monthly forecasts and cash flow analysisCompletes complex filing activities such as assigning file numbers, action items, and distribution for project file systemMaintains project drawings and manuals Qualifications for construction office manager Demonstrated ability to respond swiftly and appropriately to changing demandsDemonstrated ability to thrive in a multi-dimensional role supporting several different departments within the businessAbility to work in fast pace environment and be a proactive problem solverFriendly, with a demonstrated ability to work cooperatively with othersConfident communicator with the level of engagement necessary to influence internal and external construction and business unit leadersPrevious construction project accounting and administration experience is highly desirable Our company is looking to fill the role of construction office manager. To join our growing team, please review the list of responsibilities and qualifications. Responsibilities for construction office manager Is coordinator of project communicationsFrequently interacts with upper management on related project issues, external clientsPerforms scanning and electronic filingAssembles documents (reproduction and collation)Performs word processing and data entryGenerates or distributes ad hoc reports using various business systems and databases to internal project teamGenerates simple documents, such as letters and memosGenerates more complex documents, such as spreadsheets and presentationsMay verify accuracy of invoices prior to approvalCoordinate and prepares the planning and development of the project scope, procedure, budget and overall project schedule Qualifications for construction office manager Must have computer skills with Excel and QuickBooks and/or QuickBooks Pro15 years previous HSSE experience in the Oil and Gas, Petrochemical, Chemical and Process Plants contracting industry, together with detailed knowledge of OHSAS 18001 requirements and its application in an Engineering, Design, Procurement, Construction and Commissioning environmentNative level of Spanish and fluid command of EnglishAdvanced-user level of current MS Office package, Word, Excel, Outlook, PowerPoint and other applicationsMust hold Spanish nationalityMinimum five years' relevant work experience required Our company is searching for experienced candidates for the position of construction office manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent. Responsibilities for construction office manager Collaborate with other project managers to establish plans and objectives related to Facilities Division activitiesCollaborate with other senior managers and leaders to establish strategic plans and objectives related to Facilities Division activitiesTravel throughout NYC as neededOverseeing and directing construction projects from conception to completionEnsure all regulatory or statutory requirements, licenses or permits are acquiredMaintain & coordinate Jobsite Authorized Visitor LogMaintain, track and reorder office suppliesManage external mailing services (fed-Ex, UPS, USPS, etc)Additional assignments per supervisor's directionPrepares, reviews, and administers contractual agreements, change orders, relating to construction, redevelopment, and renovation projects and other business functions Qualifications for construction office manager 7+ years of project or construction management experience or any similar combination of education and experienceSpecialization in an industry verticalWorking knowledge of AutoCad (most recent version)Bachelor's or Master's Degree in Architecture, Interior Design, Engineering, Construction Management or related field, AND/OR equivalent years of experienceFive years' healthcare project management experienceExtensive experience in all phases of architectural design Our innovative and growing company is searching for experienced candidates for the position of construction office manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience. Responsibilities for construction office manager Review, Approve and Process Purchase Orders, Invoices, AIA Pay Applications, lien releases and PrelimsAssist with the pre-qualification and re-qualification of vendors by managing and maintaining required documentation is complete, accurate, and up to date prior to submission to managerSupport proposal and project effortsDevelop winning Construction Strategies and HES plansDevelop cost and schedule estimatesUnderstand the competitive environment in Construction servicesWork effectively with internal engineering and support groups, customers, suppliers and contractorsDrive Constructability at all stages of the projectTake a lead role in ensuring that the best Construction Companies are contracted for on-site workManage administration of Safety Statistics and lead efforts for improved safety culture and performance based on these Qualifications for construction office manager Extensive experience in the construction process, including all project deliverablesExperience with Agency for Health Care Administration (AHCA, or equivalent state agency) construction requirementsExcellent project management skills to manage multiple small to mid-sized healthcare projectsKnowledge of healthcare design and construction techniquesAbility to read and interpret construction drawings and contractsStrong interpersonal skills with ability to work with and manage multi-faceted teams Related Job Descriptions

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