

## **Office Administrator, Coeur d'Alene, Idaho (hybrid work schedule)**

Seeking experienced Office Administrator to assist the Owner/General Contractor in his commercial and residential construction company.

### **Core Responsibilities include but are not limited to:**

- Assist with office management duties, including phone calls, emails, US Mail, package deliveries, office supplies, accounts payable/receivables, and errands, as needed.
- Work with project managers, cost estimator, vendors, and carpenters as needed and may need to go onsite to construction sites as needed.
- Assist with company communications in conjunction with the owner and operations manager including coordination/liasing with jobsite personnel, clientcalls and inquiries, contractors and (sub) contractors.
- Draft, photocopy, email and file all general correspondence, forms and memos
- Maintain trade (sub)contractor insurance records
- Assist owner in obtaining licenses and permits in various states
- Screen, record and track incoming job leads via phone, e-mail and walk-ins
- Follow up with clients and leads
- Liaise on the company's behalf with trade (sub) contractors, clients, accountants, attorneys, insurance providers, engineers, architects, suppliers, property managers, etc.
- Locate qualified (sub) contractors and collect bids as needed.
- Visit worksites for various reason as needed.
- Deliver materials to site on occasion as needed.

### **Perform Accounting Duties and organize accountinformation for external CPA**

- Generate and maintain client-job estimates, agreements and accounts payable and send to clients with correlated QB invoice on a monthly basis
- Maintain accounts payable and accounts receivable, enter deposits, handleinvoicing and bill payments
- Reconcile all bank and credit card statements with QuickBooks on a monthly basis
- Enter payroll information for 3<sup>rd</sup> party payroll service.
- Assist the owner with coordination of tax and accountinginformation for year-end tax filing for external CPA