

Polished Renovations & Design

OFFICE MANAGER

Job Overview

PRD is hiring an Office Manager! We are looking for an organized and outgoing professional who is comfortable working independently and has a knack for all things organization! This role is a hybrid of bookkeeper and office assistant, and will be reporting to the directors of our Design-Build firm.

We're a busy, fast-paced company with big goals, high expectations and lots of personality. This is a great opportunity to work with a full-service design-build firm in the Greater Charleston area. We are on the hunt for the perfect match for this position: a professional who is motivated, dedicated, and ready to grow with us.

Job Requirements

- High school or equivalent
- Quickbooks: 2 years, required
- Proficient in Microsoft Office
- Bookkeeping: 1 year, required

Job Qualifications

- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- Attention to Detail
- Confidentiality
- Managing processes
- Promoting process improvement
- Delegation
- Supervision

PRD CUSTOM HOMES & INTERIORS

Responsibilities

- Maintains records of financial transactions; posting transactions
- Meets with company employees weekly to review and record all purchases
- Develops and maintains system to account for financial transactions and bookkeeping
- Maintains sub contractors' accounts and insurance requirements
- Prepare and submits information for annual insurance requirements
- Prepares/submits information for annual insurance audits.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, purchasing necessary office supplies, and monitoring clerical functions.
- Assists PM/Estimator with applying for permits, managing inspections, and procuring certificates of completion.
- Designs and implements office policies/standards.
- Maintains employee records.
- Maintains employee PTO/sick leave records.
- Maintains company vehicle insurance, registration, service records, and file all maintenance invoices.
- Answers the telephone and provides exceptional customer service to internal and external customers.
- Drafts reports and correspondence.
- Orders supplies and equipment.
- Attends meetings and takes meeting notes.
- Assists managers and supervisors in developing policies and procedures.
- Maintains accounts payable and accounts receivable records.
- Solves problems associated with vendors regarding billing and statements.
- Monitors expenditures, processes payment requests for reimbursement; ensures proper procedures for paying service providers and contractors.
- Receives and audits invoices for accuracy and compliance and ensures prompt payment of departmental bills.
- Performs other related duties as assigned.
- Contributes to team effort by accomplishing related results as needed.

PRD CUSTOM HOMES & INTERIORS

Work Hours

- Full time position: 40 hours per week
- Typical work week: 8-5 M-F with some availability off hours
- All work to be completed on jobsite or in PRD office

Benefits

- annual PTO, plus company holidays
- \$20-\$35 per hour

How to Apply

Complete the form on our *Meet the Crew* page, including your contact info, letter of interest, and resume.