



# Kirwan Design, LLC

## **Construction Coordinator/Office Manager Job Description**

**Summary:** The Construction Coordinator/Administrative Assistant is responsible for overall management of the office on a daily basis and responsible for working closely with Designers and Construction Managers to assure the professional completion of landscaping projects.

### **Condition of Employment:**

- Valid SD Driver's License
- Criminal Background Check
- Basic understanding of the construction/green industry.
- Previous bookkeeping/accounting experience.

### **Knowledge, Skills and Abilities:**

- Must have the ability to work independently and as part of a team.
- Ability to deal with a variety of personality types, individuals, and work situations.
- Must adhere to a strict confidentiality policy.
- Must be able to use a computer to include Microsoft Word, Microsoft Excel, QuickBooks, Internet, and Email.
- Ability to present ideas clearly, follows written and verbal instructions, and the ability to communicate effectively verbally and in writing.
- Ability to problem solve and make educated decisions.
- Ability to prepare reports and work accurately with figures.
- Must have working knowledge of social media.
- Must have excellent time management, organization and leadership skills.
- Must possess attention to detail, strong decision-making and a results-driven approach to tasks assigned.

### **Duties and Responsibilities**

- Answer incoming calls, prioritize service calls, answer emails and route all correspondence efficiently.
- Arrange meetings and appointments and provide reminders.
- Daily bookkeeping responsibilities to include processing mail, daily deposits, accounts payable, process payroll and monthly reconciliations and deposits.
- Monitor and manage inventories to include office supplies and product materials.
- Develop, prepare and maintain project files.
- Produce reports, presentations and conduct special projects as requested
- Drafting, processing, and maintaining vendor documentation such as W9's, certificates of insurance, proposals, and purchase orders.
- Act as the point of contact between Designers, Construction Managers and clients.

- Work closely with the Designers and Construction Manager to schedule jobs, order materials, coordinate deliveries, call in locates, startup, and closeout of projects as well as process contracts and change orders.
- Order samples, materials, tools, and office supplies as needed.
- Attend industry conferences and webinars to continue learn about products, construction process, and overall quality service to clients.
- Manage advertising, marketing, and social media.

**Physical Capabilities:**

- Work is primarily performed in a normal office setting. Hand-eye coordination is necessary to operate computer and various pieced of office equipment, occasional lifting to 20 pounds. Some outdoor work is required.
- While performing duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires some travel to business meetings, conferences or worksites.
- Must be able to operate normal office equipment, review work products, file and retrieve files.
- Ability to work in an occasionally stressful work environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed and, furthermore, include all duties as assigned by the supervisor. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer, Kirwan Design, LLC, and the employee and is subject to change by employer as the needs of the employer and requirements of the job change.

I have read and understand this job description.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_