

Construction Office Manager

Orange Splot LLC
www.orangesplot.net
4736 NE Going St.
Portland, OR 97218

Job Description

Full-time, temporary opportunity for a person with construction office management skills to join a fun and experienced team in building Cully Grove, a new community of 16 homes in NE Portland.

Company overview

Orange Splot LLC is a small development company and general contractor that builds green, community-oriented clusters of homes. Our staff consists of the owner, 1-2 site supervisors, and we are looking for a full-time office manager. Experience managing office functions for a general contractor (ideal) or subcontractor is required. The company owner (who has been performing most office functions thus far) will provide training as needed so the new employee can assist with the roles described below.

Required

- 2+ years construction office experience
- Strong organization and communication skills; detail-oriented and conscientious
- Good typing skills; proficient in MS Word and Excel; able to work swiftly and accurately through various small office projects
- Comfort working at a home office (across the street from the job site) or heated construction trailer on the job site.
- Oregon Driver's License

Desirable but not required

- QuickBooks or other construction accounting software
- Spanish language

Responsibilities

- Work with subcontractors to ensure paperwork is in order including contracts, CCB status checks, insurance certificates, and lien releases
- Track and process invoices for subcontractors and material providers; review invoices and change order requests against contract documents; code invoices to expense categories
- Maintain draw spreadsheets; prepare monthly draws to construction lender
- Create and maintain a log to track homebuyer material selections (ie. flooring, countertop material...), upgrades, and change orders
- Enter expense data into QuickBooks and compare actual vs. budgeted project costs
- Set up new employees; collect and summarize timesheets; coordinate with payroll company

- File monthly reports with SAIF; handle paperwork for SAIF or other insurance claims; prepare for year-end audits
- Perform computer back-ups
- Organize and track warranty and product information for future buyers and the HOA
- Assist with selection, research, bidding and ordering of construction materials
- Assist with the preparation of bid packages, sending out RFP's, and evaluating subcontractor bids
- Prepare/assemble applications for subsidies (ie. solar credits, ecoroof application,...) and handle compliance as required
- Run new sub orientation sessions as necessary (paperwork, billing procedure, jobsite rules, recycling protocol...)
- Prepare and update a phone/contact list for subcontractors and material suppliers
- Answer phones; copy, scan, fax and file documents; greet and direct visitors; maintain professional appearance and cleanliness of the construction office trailer
- Keep office stocked with office supplies (ie. paper, toner, furniture...); post required items at the jobsite (ie. minimum wage flyer, CCB #, first aid kit, fire extinguisher...); run occasional errands for office supplies, material pick-ups...
- Perform periodic website updates to company websites: www.cullygrove.org and www.orangesplot.net (training can be provided if necessary)

Term

- Starting early April. 1 month initial trial period. Most likely ending when construction and project close-out is complete (~May-June 2013)

Hours

- 32-40 hours per week. Work will begin when we find the right person for the job.

Compensation

- \$18 - \$22/hour depending on experience

Application

- Send resume, cover letter, and contact information for 3 references to: Eli Spevak, Orange Splot LLC, eli@aracnet.com by Friday, March 16th. Questions? Contact Eli at (503) 422-2607 or send an e-mail.