

## Job advertisement

Partners In Diversity, Inc.

# NOW HIRING IN IRVINE, CA

## OFFICE MANAGER

*Office Manager wanted for onsite position in heavy construction industry. Seeking a detailed and organized professional with previous office administration experience. Will report directly to Project Manager with secondary reporting requirement to the Business Manager. This is a temporary position for 6 months with in office reporting to Irvine, CA.*

**QUALIFICATIONS**

- Excellent time management, problem solving, and organizational skills.
- Active team player with positive attitude and excellent communication and writing skills.
- High energy, flexible professional that is deadline orientated.
- Quick competent learner with the ability to juggle multiple tasks and make independent decisions and recommendations regarding work priorities.
- Capable of working independently in a fast-paced environment.
- Bachelor degree or equivalent experience required.

**SOFTWARE REQUIREMENTS**

Accounting & Project Management System. Paperless Environment: Document Control, AP Invoice Management System. Time & Material Billing: NiceTouch. Microsoft One Drive, Microsoft Pro: Outlook, Word, Excel PowerPoint, Notes. Bluebeam 12. SmartBidNet.

Pay Rate: \$27-\$30

Send your resume to:  
**PartnersInDiversityResumes@p-i-d.biz**



(626) 793-0020  
Partnersindiversity.com

Instruction : Read the job advertisement and answer the questions in the blank below.

1. What is the name of the company?

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2. What job is the company looking for?

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3. What does the Office Manager do?

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4. What skills should the person have?

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5. What education or experience is needed?

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6. What computer programs should they know?

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7. How much money will the person get?

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