

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?

2. What job is the company looking for?

3. What does the Office Manager do?

4. What skills should the person have?

5. What education or experience is needed?

6. What computer programs should they know?

7. How much money will the person get?
