

Job advertisement Analysis

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



(626) 793-0020
Partnersindiversity.com

Send your resume to:

PartnersInDiversityResumes@p-i-d.biz

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

Company information	
Hiring Position	
Responsibilities	
Qualifications	
Salary and Benefits	
Application Information	