



Samuel Construction Group, LLC is looking for career minded, motivated, and energetic individuals to join the team. If you are an experienced Office Manager that fits this profile, please call us at 772-774-4810. Our company specializes in high-end residential and light commercial construction and is a drug free workplace.

Qualifications:

- Must have previous Customer Service and office experience.
- Must work well in a fast paced, highly motivated, team setting.
- Strong communication skills both written and verbal.
- Strong organizational skills. Candidate should have the ability to prioritize workload and multitask, without a significant amount of management.
- Detail-oriented individuals will be considered.
- Experience in the homebuilding industry is valuable; understanding of the means and methods of construction terminology is valuable.
- Notary is valuable.
- Experience with local municipalities (building departments) is valuable.
- Experience in SAGE 100 Contractor Software is valuable.
- Education beyond high school is valuable.

Job Description/Responsibilities:

- Deliver exceptional Customer Service daily.
- Develop and maintain professional relationships with clients and subcontractors.
- Responsible for opening the office daily, answering phone calls, reviewing incoming mail and distribution.
- Responsible for office management tasks, including ordering of office supplies.
- Generate weekly meeting minutes.
- Provides Executive Assistant support when required.
- Coordinates and processes administrative items for signature: including but not limited to weekly invoices and timesheets.
- Ability to research and obtain building standards & codes required by local & state agencies.
- Assist with permit submittals and coordination amongst HOA and Architectural Review Committees (ARC).
- Assist with follow up with phone calls to subcontractors following bid request issuance.
- Assist with distribution/collection of lien releases and associated subcontractor payments.
- Assist with scheduling and work order coordination for the service department.
- Assist with closeout and warranty program materials for clientele.
- Other duties as assigned.

Computer Program Experience:

- Must be proficient in general computer experience and be able to navigate computer files/network.
- Must be proficient in Microsoft Outlook (emails, calendar, and contacts), Microsoft Word, and Excel.
- SAGE 100 Contractor software is valuable