



# Office Manager

## Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

## We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

## Position Summary:

Coordinates office activities and maintains business files of projects

## Responsibilities:

- Assists project manager in preparation and filing of documents such as subcontracts, purchase orders, and daily extra-work reports.
- Sets up and maintains project files: subcontracts, purchase orders, and vendors.
- Prepares and distributes reports, including job and equipment and administrative time sheets.
- Receives and distributes payroll checks.
- Processes and reconciles approved bills by matching invoices with packing slips.
- Maintains purchase orders and payment log for subcontractors.
- Sends approved invoices, purchase orders, and project submittals to accounting and general engineering divisions.
- Electronically distributes submittals, requests for information (RFI), and correspondence for project engineers.
- Opens and routes incoming mail, correspondence, and prepares outgoing mail, UPS and overnight deliveries.
- Prepares and processes paperwork for newly hired and terminated employees.
- Orders and maintains inventory of office supplies.
- Prepares, processes, and distributes project related safety information.

- Greets and assists visitors; gives information to customers, employees, vendors, and business representatives.

**Qualifications:**

- Proficiency in Procore desired, but not required.
- Requires a minimum of two years of office experience and or training in office procedures and operations.
- Proficient in Microsoft Office.
- Ability to organize office transactions, and coordinate office activities related to a construction project.
- Ability to establish and maintain cooperative and ongoing relations among supervisor, co-workers, field staff, vendors, and business associates.
- Excellent interpersonal, organizational, and communications skills.

**Physical Requirements:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 25 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for a varied amount of time.

**Please send your resume and cover letter to [HR@Montmech.com](mailto:HR@Montmech.com).**

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.