

# CCMF 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

## **Position Summary:**

Supervised by Contra Costa Metal Fabricator's Operations Manager; coordinates office activities and maintains business files of subdivision by performing the following duties. The location for the position is in Concord.

## **Responsibilities:**

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly.
- Perform receptionist duties: greet visitors, and answer and direct phone calls
- Prepare cash sale transactions (via phone or walk-ins), collections, and job information (customers, job numbers), and sends appropriate payments and receipts to Accounts Receivable.
- Prepares and maintains vendor information by job; pricing; inventory of materials, and labor history.
- Collects, verifies, and enter weekly time for Contra Costa Metal Fabrication employees.
- Maintains all office files.
- Acts as petty cash custodian.
- Receive and sort incoming mail and deliveries and manage outgoing mail.
- Manages office supplies inventory and place orders as necessary.
- Maintains office equipment for uninterrupted function.
- Performs other duties as needed.

**Qualifications:**

- Requires a minimum of two years of office experience and/or training in office procedures and operations.
- Ability to organize office transactions and coordinates office activities related to metal fabrication work and/or the construction industry.
- Ability to use a computer for accessing information, data retrieval (spreadsheets), and word processing.
- Ability to establish and maintain cooperative and on-going relations among supervisor, co-workers, field staff, vendors, customers, and other business associates.

**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 10 to 20 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 varied amounts of time.

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.