

# Project Office Manager

**Location:** On-site  
**Job type:** Full-time  
**Division:** General Engineering

## About Us:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$100 million with approximately 80% construction, 15% HVAC and metal fabrication and 5% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees with the opportunity for career advancement and a great place to work. We are family-oriented and highly value the expertise and experience of our team.

## Why Monterey Mechanical:

- 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 Overview:

Reports to Project Manager; coordinates office activities and maintains business files of projects by performing the following duties.

## Key Responsibilities:

- Assists project manager in preparation of such documents as subcontracts, major purchase orders, and daily extra-work reports.
- Sets up and maintains project files in Procore and Sharefile: subcontracts, purchase orders, vendors, and general information/correspondence and/or other business transactions.
- Prepares and distributes such reports as approved by the project manager: job and equipment, field staff, and administrative time sheets.
- Receives and distributes payroll checks.
- Processes and reconciles approved bills by matching invoices with packing slips.
- Prepares committed costs reports as necessary.
- Approves invoices in Timberscan, purchase orders, and project submittals to accounting and general engineering divisions.
- Maintains documents control in Procore, enters responses from the Owner/Engineer and electronically distributes submittals, request for Information (RFI) and correspondence for the Project Team.
- Operates computer terminal to input and retrieve data for project manager, engineer, superintendent, and/or foremen.
- Prepares correspondence with Unions, approved by project manager

- Opens and routes incoming mail, correspondence, and prepares outgoing mail, UPS and overnight deliveries.
- Prepares and processes paperwork for newly hired and terminated employees. Participates in new hire process as needed.
- Orders and maintains inventory of office supplies.
- Processes and distributes project related safety information.
- Receives, files and codes all material purchases in Timberscan.
- Approves invoices for payment when receipt of material is confirmed. Invoices less than \$5000 will be processed; invoices over \$5000 will require PM approval.
- Enter time craft labor hours as requested by Project Manager or Superintendent.
- Greets and assists visitors; gives information to customers, employees, vendors, and business representatives.
- Performs other duties as assigned.

**Qualifications:**

- 2+ years of office operations experience and/or training in office procedures and operations.
- Ability to organize office transactions and coordinate office activities related to a construction project.
- Proficiency in Microsoft Office applications (Excel, Word, etc.)
- Proficiency in Procore preferred but not required.
- Ability to establish and maintain collaborative and ongoing relations with supervisor/s, co-workers, field staff, vendors, and business associates.
- Excellent interpersonal, organizational, and communication skills.

**Physical Demands:**

- Persons performing service in this position will lift up to 50 pounds of force or exert up to 20 pounds or more frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves sitting, standing, walking, kneeling, bending, and climbing for a varied amount of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary Range:**

\$42,000 to \$60,000 Annually

Pay may vary based upon relevant experience, skills, location, and education among other factors.

**How to Apply:**

Email your resume to [hr@montmech.com](mailto:hr@montmech.com).

**Security Advisory: Your Personal Data Privacy**

Any personal information you provide Monterey Mechanical Co. will be absolutely confidential. Any emails from Monterey Mechanical Co. team members will originate from an @montmech.com email address. If you encounter anything that raises suspicions during your interactions, we encourage you to exercise caution and suspend or discontinue communications.

**Notice To Third Party Agencies**

Please note that Monterey Mechanical Co. does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, Monterey Mechanical Co. will not consider or agree to payment of any referral compensation or recruiter fee. If a recruiter or agency submits a resume or candidate without a previously signed agreement, Monterey Mechanical Co. explicitly reserves the right to pursue and hire said candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to the HR department, are deemed to be the property of Monterey Mechanical Co.

**Equal Opportunity Employer**

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.