



WE ARE LOOKING FOR AN OFFICE MANAGER!

POSITION TITLE: Office Manager

POSITION TYPE: Part Time -> Full Time

- Are you excited about leading people and managing projects?
- Are you a self-driven, organized, team-oriented Office Manager that enjoys residential/commercial construction?
- Do you thrive in a fast-paced, ever-changing environment and have a track record of getting results through planning and execution?
- Would you like to join a Rockstar team valuing Honesty, Professionalism and Accountability?

If you answered “YES” to the above, read on!

Company Overview

Alta Bella Casa, Inc. is a boutique-style specialty construction company that partners with our clients to create amazing spaces to meet their needs. Often considered the “Gold Standard” for Egress Windows; We foster a work environment that inspires innovative thinking, strategic management, and consistent high performance. We provide an unwavering commitment to our company culture and amazing service to our clients.

This is for you if you are:

- Trustworthy, honest, respectful, accountable and reliable
- Calm, positive, and have a solution-oriented attitude in all situations
- A proven leader and manager with the ability to motivate others
- Committed to personal excellence, driven to succeed with a "can do" attitude
- Able to plan, see the “big picture” and prioritize
- Adept at critical thinking and problem-solving
- Flexible and adaptable
- Curious, collaborative, passionate and detail-oriented
- A lifelong learner motivated to continue to learn and grow
- Able to demonstrate leadership and drive the Corporate Culture
- A steward of your community and committed to giving back and serving others

Description of Duties

- Manage an office, helping to ensure the company meets profitability goals and exceeds client expectations
- Lead clients through an exceptional experience during interactions
- Prepare detailed financial reports on cash flow
- Develop and maintain sales information to meet milestones and completion dates
- Provide clear direction to Team Members to meet targets
- Maintain work scheduling and Company calendar
- Facilitate team meetings and proactively identify solutions to support ongoing projects related

to streamlining efficiency

- Maintain, track, and report on financial aspects of projects, including Subcontractors, materials, coding, forecasts and billings
- Support employees through coaching, professional development, team meetings and Goal Setting and Review (GSR) Meetings
- Ensure all employees and Subcontractors are communicating with clients in a professional and appropriate manner
- Maintain the "Gold Standard" spirit and reputation in all aspects of the business
- Support and maintain healthy, happy work environments and corporate culture
- Assist in standardizing and implementing the BTA Management System

Skills & Requirements

- History of working in a construction company office environment
- Bachelor's Degree, Business Diploma or Equal and Measurable Experience/Success
- Experience with construction management software tools, CRMs and current technology
- Strong communication skills
- Strong command of Microsoft Office Tools
- Previous experience with Quickbooks Online

Compensation

- Competitive salary based on experience and performance
- Up to Three weeks paid vacation per year
- Seven paid holidays
- Medical, Dental and Vision benefits plan
- Retirement savings plan
- Life Insurance
- Work with a close-knit team of professionals that love what they do

Application

If this sounds like you:

1. Complete the Hirebus.com Assessment
 - a. <https://app.hirebus.com/survey/register?co=altabellacasainc&position=Office%20Manager&lang=en>
2. Email: careers@altabellacasa.com
 - a. Let us know why you think you'd be a great fit for our team!
 - b. Please include your latest resume