

Open Position!

Renovation Administrator for a Renovation/Real Estate Company

Unique opportunity in a small, local company in the Summerville area. We are a growing business and we work closely as a team in a highly-productive, fast-paced, office atmosphere. Candidates should enjoy a variety of responsibilities, must have the ability to handle multiple tasks, attentive to detail, and possess great follow-up, be reliable and flexible in a rapidly-changing, deadline-driven environment that is always busy.

The major duties include:

- 1) Computer Input including Data Entry, Purchase Orders, EXCEL spreadsheets, and work/material lists
- 2) Continuous communication with current and potential subcontractors and vendors by phone/email/text
- 3) Technology (Renovation/Construction software & Microsoft office systems Word/Excel/Outlook)
- 4) Full administrative support of the Renovation Site Superintendents and Owner
- 5) General office duties and occasional support for the Real Estate Administrator & Financial Managers
- 6) Multiple special projects as assigned

Preferred Applicants should have a combination of the following:

- College with 2+ years of administrative work experience or 5+ years of admin work experience.
- Strong computer skills (Word, Excel) and enjoy learning new technology.
- Previous experience with either a residential renovation or construction company is extremely valuable.
- Highly organized and able to work under shifting priorities, as well as able to multi-task and be able to demonstrate excellent verbal and written communication skills.

Compensation is competitive- Salary with paid flex days and paid holidays, but no medical benefits. This is a full time+ job with normal hours of 8-5 with occasional phone calls/emails in the evening/weekends with extra office time as needed if the workload is heavier than normal. Our company is currently located near the Oakbrook area of Summerville, SC. Please only apply if really interested in renovation and construction.

Send your cover letter and resume to charlestonofficemanager@gmail.com. Apply now; interviews are soon! Position starts August 10, 2015!