

LIBERTY PAINTING & SIDING LLC.

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COMPANY OVERVIEW

Liberty Painting & Siding LLC. is a well-established construction company with over twenty years' history of growth and success. We employ a robust team of project managers that handle a variety of tasks which require optimal support. As we continue to evolve, we recognize the need to optimize our administrative support to help streamline our success. We are searching for a skilled individual to join our team as a Full-Time Office Manager. This position is located in Holbrook MA.

\$75,000.00 - \$85,000.00 YEARLY

JOB QUALIFICATIONS

- Proven administrative experience with a strong understanding of bookkeeping principles and practices.
- Expertise in QuickBooks Desktop is essential. Minimum of two years' experience.
- Detail-oriented with excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Enthusiastic about taking on challenges and making a positive impact on the business.

KEY RESPONSIBILITIES

- Responsible for screening incoming calls and generating work orders based on service requests.
- Creating and distributing leads within customer relations management software AccuLynx.
- Maintain polite and professional communication of two corporate email accounts in addition to your own.
- Assist in scheduling and organizing meetings with clients and project managers.
- Maintain annual pricing contracts for sundries with suppliers and vendors.
- Organize and maintain office operations by preparing cost analysis reporting, commission trackers for project managers, review expenditures, analyzing discrepancies, and initiate corrective actions.
- Serve as liaison with website developer and social media director by helping customize photos and video.
- Recording contracts and deposits in bookkeeping software QuickBooks.
- Create progress invoicing and final invoice orders to clients.
- Maintain accounts receivable and accounts payable reports to upper management.
- Monthly reconciliation of bank statements, credit card statement, and vendor credit accounts.