



## **OFFICE ADMINISTRATOR**

We're a small, growing residential construction company focused on new construction, remodels, and repairs. We run a tight operation and are building better systems as we grow.

We're hiring an Office Administrator / Operations Coordinator to take ownership of the administrative side of the business and help build the systems that keep everything running smoothly.

This is not a basic admin role. This is a build-and-run-the-office role.

### WHAT THIS ROLE IS

- Take ownership of day-to-day administrative operations
- Build and improve office systems
- Organize information so it is consistent and accessible
- Create structure to support the field team

### WHO THIS ROLE IS FOR

- Highly organized and detail-oriented
- Experienced (not entry-level)
- Takes ownership and initiative
- Can build systems, not just follow them
- Works independently
- Strong communicator

### CORE RESPONSIBILITIES

- Organize files, documents, and records
- Manage job paperwork and contracts
- Track project info and communication
- Build systems for organization and tracking
- Assist with client communication
- Support owner with administrative operations

### WHAT SUCCESS LOOKS LIKE

- Office runs smoothly without oversight
- Information is easy to find
- Systems are built and followed
- Owner and crew spend less time on admin

### PAY & STRUCTURE

- \$30/hour to start
- 60-day performance review
- Growth based on performance

### WORK ENVIRONMENT

- Palmer / Butte
- In-person initially (home office)
- Transition to remote possible

### REQUIREMENTS

- Strong admin experience
- System organization skills
- Computer proficiency
- Attention to detail
- Independent work ability
- Reliable transportation

### GROWTH OPPORTUNITY

- Office Manager
- Operations Coordinator
- Key role in company growth

### HOW TO APPLY

Send experience, examples of systems created, and why you're interested to: [TMD@DCONAK.COM](mailto:TMD@DCONAK.COM)