



Job Description

OFFICE MANAGER

Beal Derkenne Construction (BDC) is a full service commercial General Contracting firm. Core services include General Contracting and Construction Management.

BDC was founded by Andrew Beal and Michael Derkenne in 2010. The company has successfully established an operation in Des Moines, Iowa in the commercial construction sector, along with establishing a solid General Contracting presence in the Phoenix, Arizona commercial construction market.

From tenant improvements to large-scale ground up construction to historic rehabilitations, BDC has successfully navigated projects of all shapes, sizes and timeframes. In addition, the company offers conceptual and schematic management, cost estimating, design and schedule management as part of pre-construction services. Early engagement in the project enables increased cost influence, an increased ability to define and establish aggressive schedules, and an enhanced ability to define project scope.

Beal Derkenne Construction is currently searching for an Office Manager to join our team. The Office Manager will support the office and field staff on assigned projects and be assigned the following responsibilities:

- Understand and reflect company Core Values through work practices and attitude.
- Manage office administrative tasks such as answering phone calls, directing clients and vendors to relevant staff.
- Manage office operations and oversee company processes.
- Responsible for organizing employee engagement events.
- Engage and implement employee development / training opportunities.
- Assist ownership in marketing and public relations.
- Manage company apparel store.
- Facilitate project start-up and supportive tasks required such as printing construction documents, generating project specific templates, combining vendor/subcontractor and Project team information.
- Assist the project team in distributing RFI's and maintain RFI Log
- Assist the project team in preparing and distributing submittals and maintain submittal Log
- Assist in owner contract and generate all subcontract administration and templates
- Implement current organizational system for retrieving and delivering pertinent project information
- Assist in preparation of weekly and monthly project status reports
- Gather certificates of insurance and W9 information from subcontractors and vendors.
- Attend project meetings
- Assist the project team in proactively managing project budget and assisting in owner change requests and sub change orders as needed.
- Purchasing and shipping material and/or submittals specific to Projects
- Assist in project close-out and obtain all warranties & O&Ms required
- Maintain job files and as-builts
- Maintain BDCs file sharing site for posting of bids and sharing project documents
- Prepare project close out documentation and hand off.



Qualifications:

- High School Diploma
- Minimum 2-year comprehensive construction management experience, preferably commercial construction in multi-family, retail and/ or high-rise construction
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- Proficiency Adobe Acrobat or Revu Bluebeam
- Experience in Timberline or Sage systems (preferred, but not required)
- Extreme attention to detail
- Excellent communication and organizational skills
- Ability to multi-task and work independently
- Possess valid Driver's License
- Ability to legally work in the U.S. without need for sponsorship either now or in the future.