



Office Manager Job Posting

House to Home Solutions is a fast-growing, full service, design/build/remodel company and possibly your next employer. Our company values are quality, integrity and experience! Proud of our Award-Winning Service! Are you looking for a career where you can grow and learn? Are you an A-Player but underappreciated and looking to make a difference and be acknowledged? Then look no further, we are looking for that next game changer to help us all get to the next level!

This is a key management position in a design build remodeling firm which specializes in residential projects in the Washington, DC Metropolitan area. This position reports directly to the President and supports the company by managing administrative functions and coordinating activities of office/support staff out of our Rockville, MD Office.

Personality Required

We are looking for an A-Player who is enthusiastic, upbeat and positive. We want someone who can successfully manage multiple projects at the same time, who can adapt to changing priorities, and is willing to work as part of a team in all aspects of office work. We are seeking someone who learns quickly, is service oriented, friendly and who takes initiative. A successful office manager will complete jobs accurately and "go the extra mile" for our clients, providing them with better than expected service, thus increasing our value to them.

SKILLS REQUIRED

- ❖ Highly organized, self-motivated, able to work independently and as a team member
- ❖ Maintains professional demeanor; demonstrates integrity and confidentiality
- ❖ PC Savvy – willing and eager to learn new skills with technology; proficient with MS Office Suite including Word, Excel, PowerPoint and Outlook
- ❖ Excellent phone manner – professional yet friendly and warm; able to ascertain nature of call and direct/handle accordingly
- ❖ Strong understanding of accounting procedures; in depth knowledge of QuickBooks Pro, percent complete accounting and job costing
- ❖ Competency with office equipment: computer, scanner, fax, copier, etc.
- ❖ Understand and hold Confidentiality, Business & Personal Ethics a priority.
- ❖ Interpersonal & Communication skills
- ❖ Organized & Detail Oriented
- ❖ Problem solving
- ❖ Positive attitude

Benefits:

- ❖ Competitive Salary (based on experience)
- ❖ Paid Vacation and Sick Leave
- ❖ Great Work Environment in a new State of the Art Office Environment
- ❖ Lots of potential for growth and learning
- ❖ Possible job related paid Training, Classes & Certifications

If you're ready to join a Team, Email us your Resume!

*Recruiters, please do not contact this job posting.

*Do Not Contact us with unsolicited Services or Offers.