

Highmark Companies is looking to add an **Office Manager** to the team that is a vital asset to the operations, sales, and finance departments.

If you're a critical thinker that loves to own processes, this role is for you!

The Highmark Difference:

At Highmark Companies, we design, build, remodel, restore and project manage all under one roof. And we do it with our own people. We're experienced, passionate, and accomplish great things while working in a culture that is fun, driven, and professional. This year, we received the high honor of being named by Star Tribune as one of the 2022 Top 200 Workplaces in Minnesota. We couldn't have gotten this amazing honor without our employees. Come see what it's like to be a part of a Top Workplace!

Pay: \$45,000-\$50,000

Job Responsibilities:

- IT Tasks
 - Computer Setup/Training
 - Email Management
 - Log in Setups
 - Maintain computer inventory log
 - Computer Purchasing
 - iPad/Phone Account Management
- Data Entry Tasks
 - Job Setups
 - Invoice Creation
- Assist in General Building Management
 - Assist in managing the lawncare/cleaning
 - Assist in the creation and data entry of scheduled service when needed for HVAC, Plumbing, and filter changes
- Assist in Vehicle Management
 - Assist in the creation and data entry a fleet maintenance and Dot inspection schedule
 - Organize and maintain a vehicle filing/key system
- General Office Management
 - Maintaining clean areas in conference rooms, breakroom, and front entry
 - Order office supplies
 - Maintaining copier/printer maintenance and supplies
 - Plan company events
- Backup for Front Desk

Qualifications:

- 1-3 years of administrative experience
- Intermediate- level proficiency in computers including Microsoft Excel, Outlook etc.
- Must possess strong organizational skills and attention to detail
- Excellent written, and verbal communication skills
- Knowledge of the construction industry preferred

Benefits: Our employees enjoy competitive benefits include a flexible paid time off policy, advancement and education opportunities, health insurance (company pays 100% of employee-only premium on lowest cost), dental insurance, vision insurance, paid holidays, profit sharing and 401k.

Culture: Our culture lives within our five core values– wise, intentional, driven, trustworthy and humble. That is the center of all our employee decisions. If these core values are a part of who you are, join our team and contribute to the endless heights this organization can reach. Learn more at HighmarkCos.com