

HIGHMARK



Highmark Companies is looking to add an experienced **Office Manager** to our team. The Office Manager provides vital support to our Operations, Sales, and Finance Departments across all six companies. This position requires a versatile professional who can manage diverse responsibilities, provide support to staff, and contribute to the overall effectiveness of the workplace.

Pay: \$50K - \$55K annually.

Responsibilities:

- IT Tasks
 - Computer Setup/Training
 - Email Management
 - Log in Setups
 - Maintain computer inventory log
 - Computer Purchasing
 - iPad/Phone Account Management
 - Troubleshoot simple IT tasks
 - Coordinate with outsourced IT company on larger IT issues
- Data Entry Tasks
 - Job Setups
 - Invoice Creation
 - Change Order/Purchase Order Entry
 - Scorecard Updating
- General Building Management
 - Managing the lawncare/cleaning/snow removal/office cleaning
 - Daily exterior and interior inspections. Identify and address any maintenance, safety, or security concerns promptly
 - Maintain monthly maintenance schedule
 - Call and coordinate service when needed for HVAC, Plumbing, and filter changes
- Shipping & Receiving Coordination:
 - Receive incoming shipments, inspect goods for quality and accuracy, and record received items
 - Utilize a forklift to load and unload shipments, both in the warehouse and during transportation
 - Handle any discrepancies or issues with received goods and communicate with vendors and teams as needed
 - Coordinate with shipping carriers to schedule pickups and deliveries
- Vehicle Management
 - Create and maintain a fleet tracking/maintenance program and Dot inspection schedule
 - Organize and maintain a vehicle filing system

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- General Office Management
 - Office Supplies
 - Printers
 - Phone Systems
 - Office Organization of shop, entryways, and receiving both Savage and Owatonna
 - Hazardous Waste Compliance in Savage and Owatonna Office
 - Monthly site visits at our Owatonna and Excelsior locations
- Backup Front Desk coverage

What Highmark Companies offers to you:

- Competitive Base Salary
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term & Long-Term Insurance
- 401K + Company Matching
- Paid Holidays
- Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work)
- Profit Sharing
- Paid Employee Referral Program
- Employee Discount Program
- Great culture and team dynamic

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. 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!**



Qualifications:

- 2-3 years of administrative experience
- Knowledge of the construction industry
- 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
- Exemplify the 5 core values of Highmark: Trustworthy, Humble, Intentional, Driven & Wise