



Office Administrator

Reports to: President

Company Overview:

Founded in 2014, Emem Group is a Milwaukee-based design build real estate firm specializing in residential architecture, construction management and real estate development services.

Position Overview:

The Office Administrator is responsible for managing all office functions and systems of the company including but not limited to clerical duties, bookkeeping, insurance, and inventory.

ESSENTIAL DUTIES:

- Support company operations by maintaining office systems and procedures including filing, document control, drafting and managing correspondences, and other clerical functions
- Maintain company accounting records including general bookkeeping activities, AP/AR activities and entering payroll
- Manage inventory needs including general office supplies, company tools and equipment, personal protective equipment, and job signage.
- Manage vendor and subcontractor insurance, lien waiver and warranty compliance activities
- Assist management team with project related record keeping and correspondences including preparing proposals, purchase orders, general correspondences, warranties, and final project closeout documentation.
- Provide executive assistance to President including screening calls, scheduling meetings, conducting research, client engagement and other duties as needed.
- Assist with company marketing tasks and social media posts.
- Assist with the client build experience including product and material selections coordination.
- Notarize documents as needed.

BASIC QUALIFICATIONS:

- High school diploma, GED, or equivalent required. Associates Degree preferred.
- Two to three years' experience in an office setting
- Proficient with Microsoft Office software and phone systems
- Experience with QuickBooks Enterprise or similar accounting systems is strongly preferred
- Specific industry experience preferred but not necessary

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skills and abilities required.

- Demonstrated ability to manage processes, develop standards, promote process improvement, track budget expenses, and maintain effective communication with key stakeholders.
- Able to work in fast paced constantly changing environment with a sense of urgency. Adaptable to changes as designs and concept are formed.
- Able to efficiently use Microsoft Office (Word, Excel, Outlook, Project)
- Well organized, internally motivated and detail oriented.
- Effective communicator with various types of stakeholders.





Physical Demands

The employee will be regularly required to sit; stand; walk; reach using feet, legs, back, arms and hands; talk and hear. Employee will be required to work at a personal computer and talk on the phone for extended periods of time. Must possess the ability to detect auditory and/or visual alarms and be available to work extended/flexible hours and weekends, as needed.

Attendance/Travel

This position is a part-time hourly position (24 hours per week) that is expected to lead to a full-time salary position over the next 6-9 months. Remote work is allowed where possible however, due to the nature of the work, most of the work shall be conducted at the company office. This position also requires regular attendance and active participation/planning at all company functions and events.

Learning and Development

Maintain a commitment to ongoing professional development and career growth.

Equal Opportunity Employment

Emem Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

***NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization*

Employee Acknowledgement:

Name: _____

Signed: _____

Date: _____

