



JOB DESCRIPTION: OFFICE MANAGER

TITLE: Office Manager

REPORT TO: Purchasing Agent/Property Manager

SUMMARY STATEMENT:

The Office Manager provides top level administrative support for Evergreen Industrial's main offices. Purchase office supplies, manage schedules, organize travel, plan company events, acquaint new hires, schedule trainings, and assist Purchasing Agent/Property Manager as needed.

ESSENTIAL FUNCTIONS OF POSITION (to include, but not limited to):

- Support CEO and Purchasing Agent/Property Manager with design choices for rehabs and new builds both residentially and commercially
- Design and purchase promotional materials
- Maintain and improve marketing material both online and in print
- Pre-plan, schedule, and coordinate company events
- Manage CEO's schedule and assist with administrative responsibilities
- Make travel arrangements as necessary for employees
- Provide exceptional customer service both in person and over the phone
- Schedule trainings and certification courses to keep our crew current with industry standards
- Attend weekly meetings and record meeting minutes
- Ensure the Company maintains positive client relationships, resolving concerns while providing excellent customer service
- Work with Project Coordinator to send monthly fleet condition reports
- Purchase office supplies
- Apply for and maintain contractors' licenses
- Participate and cooperate with every department while enthusiastically advocating teamwork and frequent communication.
- Advertise job openings and manage incoming applications
- Perform other duties as assigned.

BASIC QUALIFICATIONS:

- Basic Design and Marketing experience
- Exemplary customer service experience
- Proven ability to produce quality work in a fast paced environment
- Commitment to confidentiality
- Excellent verbal and written communication skills.
- Willingness to learn and take on additional responsibilities as needed

Please submit application, resume, and cover letter to info@evergreen-ind.com.

EVERY EMPLOYEE OF EVERGREEN INDUSTRIAL DOES WHATEVER IT TAKES TO GET THE JOB DONE.



Evergreen Industrial, Ltd

206 E 4th St. Suite 210

Loveland, CO 80537

970-461-5799

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



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Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____