



**JOB DESCRIPTION: OFFICE MANAGER**

**TITLE:** Office Manager

**REPORT TO:** Director of Operations

**SUMMARY STATEMENT:**

The Office Manager provides top level administrative support for Evergreen Industrial's main offices. Plan company events, maintain website and marketing materials, purchase office supplies, manage schedules, organize travel, acquaint new hires, schedule trainings.

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

- Design and purchase promotional materials and company apparel
- Maintain and develop marketing material both online and in print
- Pre-plan, schedule, and coordinate two annual company events
- Administrative responsibilities
- Make travel arrangements as necessary for employees and prospective employees
- Provide exceptional customer service both in person and over the phone
- Schedule trainings and certification courses to keep construction crew current with industry standards
- Meeting Preparation
- Attend weekly meetings and record meeting minutes
- Ensure the Company maintains positive client relationships, resolving concerns while providing excellent customer service
- Assist with fleet management
- Purchase office supplies
- 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](mailto:info@evergreen-ind.com).**

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

**Employment Application**



Evergreen Industrial, Ltd

206 E 4<sup>th</sup> St. Suite 210  
Loveland, CO 80537  
970-461-5799

### 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



Evergreen Industrial, Ltd

206 E 4<sup>th</sup> St. Suite 210  
Loveland, CO 80537  
970-461-5799

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: \_\_\_\_\_