



Waynesville, NC
1155 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
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JOB DESCRIPTION

DEPARTMENT: Administration

TITLE: Office Manager

HOURS: Schedule Mon through Friday 9:00 AM to 5:00 PM
40 hours per week

STATUS: Permanent Full Time Salaried

SALARY RATE: \$22 - \$24 per hour

PRIMARY DUTIES:

- Prepare and manage processes
- Perform general office duties such as filing, answering phones, greeting visitors, record keeping
- Maintain the office appearance to ensure a fresh and inviting atmosphere for staff and visitors.
- Open and close projects through the company's project database.
- Prepare CRM packets for staff
- Enter project and other data into various company data bases, spreadsheets, and programs
- Maintain the company's referral list
- Maintain the company's website through the website consultant
- Prepare and distribute the company's newsletter
- Maintain vendor files
- Prepare and post on company social media sites
- Open and close office daily
- Prepare contracts and proposals using information provided by the project managers
- Serve as a back-up for maintaining company insurance including Workers Compensation, Equipment, Liability, and Errs & Omissions
- Serve as back-up for property, facility, and landlord matters

DESIRED SKILLS, CERTIFICATIONS and TRAINING:

- Prefer experience managing a professional office.
- Applicant must be able to communicate with government officials, other engineering firms, the general public, attorneys, clients, and vendors.
- Prefer familiarity with word processing, database software, spreadsheets, and presentation software.

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- Ability to work effectively in a high pressure and deadline-oriented environment.
- Ability to develop and understand the importance of client relationships.
- Must have a level of intuition that allows attention to details while keeping the big-picture goals in mind.
- Ability to work in a team, collaborative environment, planning, organizing and prioritizing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Prefer familiarity with transportation government operations at the state and local level.

NON-COMPETE and CONFIDENTIALITY:

Employee is expected to present themselves as an employee and representative of JMTE. While employed, they are not to engage in any paid activity that is in direct conflict or competition of the offerings of JMTE.

During employment, and thereafter for three years, Employee shall not disclose to anyone any confidential information pertaining to JMTE. For the purposes of this Agreement, "confidential information" shall include any of Employer's confidential, proprietary or trade secret information that is disclosed to Employee or Employee otherwise learns in the course of employment such as, but not limited to, business plans, financial statements, software diagrams, flow charts and product plans.

BENEFITS:

- Annual Leave (16.5 days / year to 27 days per year – based on longevity)
- 9 Paid Holidays
- Multiyear career growth plan for all employees - jointly developed by employee and employer.
- Reimbursements for travel, meals, lodging, and client relationship events
- MercyMe Urgent Care coverage
- Time off for School Activities & Community Service (24 hours per year)
- Independent Retirement Account with employer match
- Continuing Education, Professional Development Hours, & Tuition Reimbursement Opportunities (often fully paid by JMTE)
- Professional Membership Support (this includes ITE, AICP and multi-state PE renewals paid)
- Management of Professional development hours and training records
- Business Casual Work Environment
- Company Sponsored Social Events (usually 1 or 2 per year away from the office – ½ day each)
- Various training through the JMTE Academy
- Limited Telecommuting and flex work time opportunities
- Use of corporate on-line benefits for personal use
- Health conscience work environment (stand up desks if desired, walkable community for breaks)

Ergonomic furniture, full kitchen for meal preparation

WORK LOCATION:

Employee will be staffed in JMTE's Waynesville, North Carolina office. Typical project areas include central and western North Carolina, Georgia, South Carolina, and eastern Tennessee but can encompass the entire Southeast US. Employee is expected to be in the office 40 hours per week with occasional work remotely opportunities during extenuating circumstances.

PHYSICAL REQUIREMENTS:

Employee will be required to manage a work station for long periods of time either through sitting or standing and will be required to have sufficient vision and dexterity to operate a computer keyboard and monitor efficiently.