

Office Manager and Construction Assistant

Orange Splot LLC
www.orangesplot.net
4751 NE Going Street
Portland, OR 97218

Job Description

Excellent opportunity for a person seeking hands-on experience in construction. Applicants should be interested in getting exposure to many tasks of a general contractor, from the back office to the jobsite.

Company overview

Orange Splot LLC is a small development company and general contractor that develops green, community-oriented housing primarily in N/NE Portland. Our staff currently consists of the owner and construction manager, and we are looking for a person to be a part-time office manager / part-time construction assistant on the job site. Although familiarity with office and job-site functions of a small builder is desirable, it is not required. It's more important to us that the applicant have interest, enthusiasm and aptitude – than to find someone who already knows how to do all of the work required. The company owner and construction manager will provide training as needed so the new employee can assist with the roles described below.

Required

- Strong organization and communication skills; detail oriented and conscientious
- Good typing skills; proficiency with Word and Excel; ability to work swiftly and accurately through various small office projects
- Strong writing skills
- Oregon Driver's License
- Ability to climb ladder and carry up to 60 pounds
- Basic carpentry skills, including using power tools, and/or willingness to learn
- Comfort working outside, on a construction job-site, in typical Portland weather conditions

Desirable but not required

- Background or experience in general contracting and/or real estate development
- Skills at managing websites (Wordpress based) and mailing lists (Mailchimp based)
- Spanish language

Responsibilities in the office

- Ensure all subcontract and supplier paperwork is on file, including contracts, CCB status, insurance, certifications, contact information, and lien releases
- Create and/or improve office systems for subcontractors and project files
- Assist with invoice processing for subcontractors and material providers
- Assist with selection, research and bidding for construction materials

- Organize and track warranty and product information for future buyers and the home owners association
- Maintain draw spreadsheets; prepare draws to construction lenders and invoices to clients
- Set up new employees; collect and summarize timesheets; coordinate with company bookkeeper
- Prepare/assemble applications for subsidies (ie. solar credits, ecoroof application,...), company certifications, award applications...
- Take and distribute design team meeting minutes
- Field phone and e-mail inquiries; copy, scan, and file documents; greet and direct visitors; maintain professional appearance and cleanliness of the construction office
- Keep office stocked with supplies (e.g. paper, toner, furniture...); post required items at the jobsite (ie. minimum wage flyer, CCB #, first aid kit, fire extinguisher...)
- Perform periodic updates to company website www.orangesplot.net and mailing list on MailChimp (training provided as necessary)
- Perform computer back-ups

Responsibilities on the jobsite

- Misc. carpentry, sanding, painting, digging projects as needed
- Misc. job-site errands including material pick-ups and 'dump runs'
- Keeping the job-site clean; opening and/or closing the job-site

Hours

- 40 hours per week. Work will begin when we find the right person for the job. 1 month initial trial period.

Compensation

- \$15-18/hour depending on experience

Application

- Send resume, cover letter, and contact information for 3 references to: Eli Spevak, Orange Splot LLC, eli@aracnet.com by Monday, February 27th.