

# BuildND.org

## Office Manager

### **Nature of Work**

The job of a construction office manager is extremely varied, depending upon the size of firm, the type of construction work the company performs, and whether or not the position is in a field office or in the main headquarters office. Regardless of the working environment, the role of the office manager is very important.

An office manager is the person responsible for seeing that the office procedures and duties are completed in a correct and timely manner. An office manager must solve problems as they arise, and make certain that the financial information which has been compiled is correct. It is important to plan office functions in the correct sequence, so that one employee will not be delayed waiting for data which is being compiled by another employee. Almost all office manager work is done in the main office, or on a large job, in the field office.

### **Education and Training**

The most important qualification of a construction company office manager is knowing how to deal with people. In addition, office managers need a bookkeeping background with emphasis on accounting subjects. High school with some college is very desirable, as good reading and writing skills may be essential. Basic knowledge of computer systems may also be helpful.

### **Advancement Potential**

Office managers are usually considered as part of management.



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