

Title: Office Manager

Term: Permanent, Full-Time

Location: San Diego, California

Date Posted: November 8, 2017

Closing Date: Open Until Filled

ROKSTAD STRATEGIC INTENT

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

SUMMARY

The Office Manager maintains office services and systems by organizing office operations and procedures, controlling correspondence, filing systems and receiving and approving supply requisitions. As the operation expands, this position may be supervising, assigning and monitoring clerical functions and other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain office services and systems including, organizing office operations and procedures, prepare payroll, control correspondence and filing systems;
- Receive and approve supply requisitions;
- Perform a variety of administrative duties including managing emails, phone calls, couriers, incoming and outgoing mail, preparing correspondences and binders;
- Liaise with Accounts Payable to review, verify and process invoices, purchase orders and expense reports;
- Collect and submit timesheets daily ensuring hours and cost codes are correct and all employees are accounted for;
- Assists with accounting functions and invoicing customers as required.
- Creation and maintenance of filing, inventory, mailing and database systems, physical and electronic;
- Computes, records and proofreads data and other information for various reports;
- Record and maintain documentation pertaining to procedures and processes;
- Provide general support to construction and project management as required;
- Professionally represents the office by building positive and respectful relationships;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Strong computer skills including Microsoft Word, Excel, PowerPoint and Outlook;
- Ability to work collaboratively in a team environment;
- Professional demeanor, a self-motivated attitude and highly detail-oriented practices;
- Strong organizational and time management skills to thrive in a fast paced environment with firm deadlines and multiple, concurrent assignments;
- Ability to work independently and think proactively;
- Strong interpersonal and communication skills (both oral and written) and the ability to work well with employees at all levels of the organization.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- College Diploma or certification; or a combination of relevant training courses and related experience;
- Minimum 3 years' experience in a similar position;
- Experience in a unionized construction environment is an asset;
- Proficiency with computer applications, including Microsoft Office suite;
- SharePoint or database experience is an asset.

CORPORATE COMPLIANCE RESPONSIBILITIES

We care about our internal and external customers – loyalty is earned.

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualification to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.