



JOB DESCRIPTION: WORKPLACE MANAGER

Position Summary: The Workplace Manager holds a hub-of-the-wheel position that plays a leading role in shaping employee experiences, performing daily administrative operations, and providing comprehensive administrative support to Skywrite Group's owner. They execute a variety of project management, operations and communication duties on a routine and ad hoc basis. This role offers a hybrid work environment, combining remote work with in-office responsibilities on a flexible part-time basis.

Project Management:

Skywrite Group's Workplace Manager is imperative to keep jobs and employees on track. They need to **respond quickly to challenges and anticipate needs.** In their reactive role, the Workplace Manager will face endless requests from employees across the organization. They will need to possess the initiative to prioritize requests and find ways to streamline their own workflow.

A Workplace Manager's Project Management duties may encompass:

- Manage Monday.com
 - Set up projects
 - Assist VDC Specialists with imputing/correcting information
- Prepare hours reports for projects and clients
- Pull Submittals
- Assist with crafting bids and estimating proposals
- Manage schedules for Youth Apprentices and Junior VDC Specialists
- Ensure every meeting has appropriate staff coverage
- Manage To-Do lists
- Craft change orders and Requests for Information (RFIs)
- Monitor Daily VDC Reports to Clients
- Assist in creating and maintaining standards



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Operations:

Skywrite Group's Workplace Manager is responsible for the operations that keep the office running smoothly. Accuracy and punctuality are imperative to bookkeeping functions while attention to detail and drive for consistent improvement will serve them well in overseeing the software that is essential to the business.

The Workplace Manager's Operation duties may encompass:

- Accounting
 - Manage Quickbooks Online:
Enter transactions, create & run reports, reconcile accounts, enter/update customers/vendors
 - Oversee accounts receivable & payable
 - Approve expense reports
 - Liaise with accounting firm and insurance agency
 - Submit hours to the payroll company
 - Hours/Benefit Reporting
- Software
 - Manage Licenses
 - Autodesk
 - Bluebeam
 - Google/Microsoft
 - Slack
 - Clockify
 - Monday.com
 - Manage Slack
 - Maintain and update
 - Archive important communication
 - Manage Clockify
 - Set up cost codes
 - Oversee employee adherence
 - Run Reports
 - Google Classroom & You Tube
 - Set Up, oversee, update
 - Create trainings on software, implement policies & procedures



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Communication:

As the acting Director of First Impressions, it's crucial that the Skywrite Group Workplace Manager have the skills to be able to communicate over the phone, person-to-person, in email, and through contracts and other official documentation. Office communication is necessary for outreach, sharing ideas, conveying information, giving instructions, and setting perspectives for employees, clients, and the community at large. It is a bridge that connects the employees and management of an organization. By building strong relationships with the Skywrite Group team, the Workplace Manager who communicates effectively can encourage a collaborative ethos.

A Workplace Manager's Communication duties may encompass:

- Maintain Inboxes and Schedule for VP of Construction Technology and Owner
- Help direct clients to the appropriate staff member
- Help draft and proof office communications
- Represent Skywrite Group at Chamber of Commerce Meetings, trade organization meetings or other events as assigned
- Plan company events
- Plan company travel, including conferences and job site visits
- Implement Employee Handbook, Policies & Procedures
- Liaise with the marketing agency
 - Oversee social media
 - Monitor Facebook, Linked In & YouTube Accounts for mentions and comments
 - Post approved posts

