

Office Manager/Controller (Level 4)

Are you ready to advance your career? Come join a team that is dedicated to your growth and success. This job is for an Office Manager for Red Barn Engineering Inc. that will be approximately 40 hours/week. The Office Manager will maintain schedules for the various projects and update the schedules in our scheduling software. The Office Manager will oversee the billing schedule and provide invoice support to the project coordinator. The types of projects are for single-family, multi-family, mixed-use, and commercial projects in the Seattle-area. Candidate must be a self-starter and have multiple ways of getting the performance done for both schedule and billings. Experience must include keeping detailed schedules for a mid-size group that is growing 5X over the next couple of years and creating organization on a daily basis.

This position will report to the President at Red Barn Engineering. Responsiveness is key in consulting and understanding how to communicate with the engineers and team is key. This position is for someone who holds a firm understanding in consultant communication, client expectations, project management, and technical requirements.

The company is growing and offers 401K, healthcare insurance, and profit sharing.

Email **resume and cover letter** to admin@redbarn-engineering.com. Resumes without cover letters will not be reviewed.

Experience:

- Understanding fast-paced office environment with multiple deadlines occurring and helping the team set deadlines with work coming in.
- Must be able to work overtime and understand cash flow analysis. Must understand Quickbooks and cash flow tools.
- Must have excellent Microsoft Office experience – Project, Excel, Word, etc.
- Must have experience working with scheduling software packages and supplementing them where needed.

Education:

- Must have a 4-year degree in accounting, project management, construction management, business, history, and/or finance.

Must be authorized to work in the United States.

Must be able to lift 50 lbs.