



Job Opening: Office Administrator (Part-time)

Company Overview:

Join our team at Gallagher Remodeling, Inc, a boutique design/build firm specializing in residential remodeling projects. In business since 1986, we are a full-service, customer-focused company that prides itself in providing high-quality design and craftsmanship.

Position Overview:

We are seeking a detail-oriented and proactive Office Manager to oversee administrative operations and ensure the smooth functioning of our office. The ideal candidate will play a vital role in managing bookkeeping tasks, customer invoicing, payroll, human resources, lead qualification, and other administrative duties essential to our business operations.

Responsibilities:

- Manage light bookkeeping tasks including accounts receivable, accounts payable, and general ledger maintenance.
- Generate and process customer invoices accurately and in a timely manner.
- Coordinate bill payments, monitor expenses, and maintain financial records.
- Process payroll, including calculating hours, deductions, and ensuring compliance with payroll regulations.
- Oversee human resources functions such as employee onboarding, benefits administration, and maintaining personnel records.
- Qualify leads and schedule initial consultations with potential clients.
- Provide administrative support including records management and client correspondence.
- Ensure office supplies are adequately stocked, and equipment is maintained.
- Assist with special projects and initiatives.

Qualifications:

- Proven experience (3+ years) in office management or administrative roles
- Familiarity with bookkeeping software (e.g., QuickBooks), Microsoft Office Suite and CRM software.
- Strong organizational skills and attention to detail, with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to interact professionally with clients, vendors, and team members.
- Knowledge of payroll processing and familiarity with HR policies and procedures.
- Ability to handle sensitive information confidentially and with integrity.
- Resourcefulness and problem-solving skills to address day-to-day operational challenges.
- Previous experience working in a small business (construction or remodeling industry a plus).

Benefits:

- Flexible and hybrid work schedule
- Compensation commensurate with experience.
- Retirement savings plan with employer matching
- Paid time off and holidays
- Collaborative and supportive work environment with a focus on work-life balance.

How to Apply:

If you are a motivated and organized individual with a passion for administrative excellence and a desire to contribute to the success of a small well-established company, we want to hear from you! Please submit your resume and a cover letter outlining your relevant experience and why you are a great fit for this role to: office@gallagherremodeling.com.

Gallagher Remodeling is an equal opportunity employer and values diversity in the workplace. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. All qualified applicants will receive consideration for employment.