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# Example of Construction Office Manager Job Description

Our company is growing rapidly and is looking for a construction office manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for construction office manager

* Maintain HCSS Heavy Job Payroll Database (rate tables, transfers, etc)
* Management of external project parties (general contractors, developers, architects, other planers and assessors)
* Planning, ongoing monitoring and regular reporting of project timelines
* Ensuring the alignment of the design and execution of the project within the budget
* Defining and implementing relevant mitigation measures to minimize deviations to the budget
* Reporting within the organization in cooperation with the commercial project manager
* Cooperation with public authorities and other external parties to assure compliance with law and regulations
* Regular assistance in cross-functional activities, such as the development of SRE internal tools, standards, key figures, benchmarks
* Reporting and evaluation of project results
* Establishes and maintains a variety of files and records in company maintained program

## Qualifications for construction office manager

* 3+ years business experience as a finance or accounting associate, office manager, or similar role
* Bachelor’s degree (BA/BS) from a four year college and four to six years of related training or experience
* Minimum of five (5) years directly related experience in an architectural, engineering, construction, and /or project management role or a minimum of seven (7) years equivalent combination of experience in an advisory and/or corporate real estate experience required
* Bachelor’s Degree in Engineering, Civil Engineering is preferable
* Minimum 15 years related experience in managing industrial building construction projects
* Experience coordinating administrative staff and establishing support procedures