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# Example of Construction Office Manager Job Description

Our company is looking to fill the role of construction office manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for construction office manager

* Is coordinator of project communications
* Frequently interacts with upper management on related project issues, external clients
* Performs scanning and electronic filing
* Assembles documents (reproduction and collation)
* Performs word processing and data entry
* Generates or distributes ad hoc reports using various business systems and databases to internal project team
* Generates simple documents, such as letters and memos
* Generates more complex documents, such as spreadsheets and presentations
* May verify accuracy of invoices prior to approval
* Coordinate and prepares the planning and development of the project scope, procedure, budget and overall project schedule

## Qualifications for construction office manager

* Must have computer skills with Excel and QuickBooks and/or QuickBooks Pro
* 15 years previous HSSE experience in the Oil and Gas, Petrochemical, Chemical and Process Plants contracting industry, together with detailed knowledge of OHSAS 18001 requirements and its application in an Engineering, Design, Procurement, Construction and Commissioning environment
* Native level of Spanish and fluid command of English
* Advanced-user level of current MS Office package, Word, Excel, Outlook, PowerPoint and other applications
* Must hold Spanish nationality
* Minimum five years’ relevant work experience required