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# Example of Construction Office Manager Job Description

Our company is searching for experienced candidates for the position of construction office manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for construction office manager

* Collaborate with other project managers to establish plans and objectives related to Facilities Division activities
* Collaborate with other senior managers and leaders to establish strategic plans and objectives related to Facilities Division activities
* Travel throughout NYC as needed
* Overseeing and directing construction projects from conception to completion
* Ensure all regulatory or statutory requirements, licenses or permits are acquired
* Maintain & coordinate Jobsite Authorized Visitor Log
* Maintain, track and reorder office supplies
* Manage external mailing services (fed-Ex, UPS, USPS, etc)
* Additional assignments per supervisor's direction
* Prepares, reviews, and administers contractual agreements, change orders, relating to construction, redevelopment, and renovation projects and other business functions

## Qualifications for construction office manager

* 7+ years of project or construction management experience or any similar combination of education and experience
* Specialization in an industry vertical
* Working knowledge of AutoCad (most recent version)
* Bachelor’s or Master’s Degree in Architecture, Interior Design, Engineering, Construction Management or related field, AND/OR equivalent years of experience
* Five years’ healthcare project management experience
* Extensive experience in all phases of architectural design