

Office Administrator

About ReVireo:

ReVireo is an interdisciplinary green building services company. We provide integrated solutions in the construction industry that exemplify both energy efficiency and environmental quality. The ReVireo method is “Comply, Leverage, Maximize”; with the support of our consulting and inspections, our clients’ projects comply with code and program requirements, leverage marketing benefits, and maximize available financial incentives.

Job Description – Office Administrator:

ReVireo is looking for an individual to fill the full time position of Office Administrator. He or she will undertake various administrative tasks, ensuring the rest of the company has adequate support to work efficiently.

Tasks of the Office Administrator will include varying details of project tracking, interfacing with clients on a daily basis, invoicing, and scheduling. The ideal candidate must have a pleasant attitude and a friendly personality, as they will be communicating regularly with clients. They will be self-motivated, trustworthy, and ensure a smooth running office.

Responsibilities:

- Coordinate inspection schedules, forms, and confirmations with office staff, inspectors, and site managers
- Work under Operations Team to ensure that all project deadlines are met, tracked, and efficiently completed
- Manage agendas, travel arrangements, and/or appointments for upper management and inspection team
- Manage phone calls and correspondence as needed (e-mail, letters, packages etc.)
- Generate invoices for all project fees as well as collect receivables for services performed
- Create and update records in our project management and client relations database
- Track stocks of office supplies and equipment inventory



- Submit timely project trackers to clients and prepare presentations for projects as assigned
- Generate Project Proposals
- Assist staff whenever necessary

Position Requirements:

- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of Microsoft Office
- Qualifications in secretarial studies will be an advantage
- High school diploma; BSc/BA in office administration or relevant field is preferred

Compensation and Benefits:

- \$30,000 starting annual salary
 - Negotiable - commensurate with experience and qualifications; re-evaluated annually based on performance
- Vacation days, 401k, healthcare

Start Date:

- As soon as possible

Application:

If you or other individuals within your organization are interested, email a resume and cover letter expressing your experience and job-related qualifications to hr@revireo.com.

