



## Office Manager

### About Us

The Roof Co. Waco specializes in commercial and residential roofing, serving throughout Central Texas and surrounding areas. With over 15 years' experience, we pride ourselves in quality service and are committed to providing affordable solutions to meet our customers' needs. To ensure a successful project, our goal is to first establish a relationship and built trust. The interaction we have with an individual can lead to lifelong customers and friendships. The Roof Co. Waco prides ourselves on building relationships, serving people, and delivering results.

### Position Summary

The Roof Co. Waco is conducting a search for an Office Manager to join our team of professionals in Waco, Texas. This position will be responsible for overseeing the daily operations of the office, including but not limited to communicating with the owners, relaying important information to employees, and being the first point of contact for internal and external customers. The ideal candidate has extensive experience within the industry and a unique mix of business to ensure proficiency in the practices, policies, and procedures of the company.

### Responsibilities and Objectives

- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle vendor contracts, among other tasks
- Organization and the ability to multitask to complete a wide variety of tasks
- Flexibility to help them adjust to new tasks should company or office needs change
- Strong interpersonal skills to interact positively with all employees
- Leadership ability to manage challenges and oversee employees
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Flexible schedule – this role may require some evenings weekends, and overtime

### Requirements and Qualifications

- A minimum of 2 years administrative experience is required
- Roofing & Construction experience preferred but will consider other areas of expertise
- Possess excellent skills in communication, organizational and management skills
- Proven experience in process strategy and implementation
- Success history in meeting and exceeding key metrics for organizations
- Experience in building scalable management processes

### Working Environment

Physical demands of the facility and this position are representative of those that must be completed to successfully perform the essential functions of the job. Employees may occasionally be required to walk, climb, balance, stoop, kneel, or crouch. Employees will be required to sit frequently at a workstation. Employees may occasionally lift and/or move up to 40 pounds. Employees must be able to clearly see up close and far away, identify colors, have good peripheral and depth of vision, and the ability to focus.

### Benefits

We offer competitive pay, health, and dental insurance, accrued personal time off (vacation and sick), paid holidays, and a supportive and safe work culture.

The Roof Co. Waco is an equal opportunity workplace committed to providing opportunities to candidates regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity, Veteran, or other legally protected statuses. We consider qualified candidates who can pass a criminal background and driving record check in accordance with state and federal regulations.

Submit your application at [www.theroofcowaco.com](http://www.theroofcowaco.com) and attach resume for immediate consideration.