

Magnum Homes/Magnum Industries is a multi-generational family business that helps residential and commercial clients renovate their homes and offices. Our residential projects focus primarily on kitchen & bath renovations, while our commercial work concentrates on complete interior renovations. We are looking to add an office administrator to our growing team that aligns with our mission to provide excellent craftsmanship and customer service to our clients.

Role Responsibilities:

- Manage vendor & client relationships
- Accounts payable & receivable, as well as general accounting
- Creating proposals & invoices for customers
- Project scheduling
- Product ordering and inventory tracking
- Some marketing & social media management

Skills and Qualifications:

- Careful attention to detail, assuring our customers a superior professional experience
- Knowledge of Microsoft Office, capability to learn Quickbooks, CRM software and other relevant applications
- Strong organizational skills, time management and leadership skills
- Superb written and verbal communication skills
- Must be a self-motivated team player
- High school diploma, GED or equivalent

Bonus: interest in interior design and an eye for aesthetics

Schedule:

Part to Full-time

Benefits:

- Paid-time off
- Flexible Schedule
- Bonus opportunities

If you're interested in applying for this position, please email your resume to Matt Cosma at matthew@magnumindustries.com. We look forward to speaking with you!