

ADMINISTRATIVE MANAGER



Fairbank Construction is one of the Puget Sound's premier construction companies. With over 43 years of experience, we have grown a team of highly skilled professionals committed to integrity, excellence, and passion for building exceptional structures that exceed the expectations of valued clients. Our scope of work ranges from remodels to multimillion-dollar custom homes and commercial properties. Our team works as a family; we are committed to our work, our clients, and each other.

Fairbank Construction is searching for an experienced Administrative Manager to oversee office operations, human resources, and company culture. This role is responsible for a wide range of management and support to the company with a goal of creating and maintain a positive work environment, ensuring organizational effectiveness, communication, and safety.

This role requires a high level of integrity, discretion, and judgment while managing priorities with the utmost level of professionalism. Bring your creativity, exceptional organizational skills, along with your high energy, yet calm demeanor to be part of a thriving, dynamic, and growing company.

Administrative Manager Duties and Responsibilities:

- Supervise day-to-day operations and administrative support to team members
- Develop, review, and improve administrative systems, policies, and procedures
- Facilitate communication throughout the company
- Oversee special projects and track progress towards company goals
- Assures a culture of diversity and inclusion
- Process new hires/terminations and maintain all employee records
- Onboard new employees by preparing orientation binders and equipment and then orienting the individual on company culture, benefits, and equipment usage
- Maintain job descriptions; post ads for new positions
- Provide continue support to employees in all areas of human resources
- Seek creative ways to promote employee personal development and recognition
- Serve as primary contact for healthcare and retirement administration
- Collaborate and support Safety Team, Project Managers and other office staff (what about field staff?)
- Plan and coordinate company events, celebrations, and training sessions
- Order and distribute company branded clothing and client gifts
- Maintain administration and management of L&I and OSHA reports
- Maintain annual business licenses; vehicle tabs, and establish licenses in new jurisdictions
- Ensure office is stocked with necessary supplies, equipment is working and properly maintained, and the building and rooms are well maintained and clutter-free
- Manage application administration - Microsoft 365, Procure, Dropbox, etc.
- Offer IT support to employees and act as point of contact to IT specialist

Qualifications

Bachelor's degree in administration, management, or human resources, or 5+ years' experience in these roles
Exceptional leadership and time, task, and resource management skills
Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills
Proficiency with computers, especially MS Office
Ability to plan for and keep track of multiple projects and deadlines
Demonstrated ability to think on your feet and solve problems with a can-do attitude
Construction industry background is highly favored

Compensation and Benefits

This is a full-time non-exempt position, Monday-Friday. Evening and weekend work will only be required for team events. Compensation DOE. Fairbank Construction Co is an Equal Opportunity Employer. In addition, Fairbank offers the following benefits to full-time staff:

- \$70-85,000 annual, based on experience and qualification
- Paid Holidays and Paid Time Off
- 401(k) Profit Sharing
- Annual Incentives based on company performance

