

# BUILD ILLINOIS

## *OFFICE ADMINISTRATOR*

The job of a construction office administrator is extremely varied, depending upon the size of firm, the type of construction work the company performs, and whether or not the position is in a field office or in the main headquarters office. Regardless of the working environment, the role of the office administrator is very important. An office administrator is the person responsible for seeing that the office procedures and duties are completed in a correct and timely manner. An office administrator must solve problems as they arise, and make certain that the financial information which has been compiled is correct. It is important to plan office functions in the correct sequence, so that one employee will not be delayed waiting for data which is being compiled by another employee. Almost all office administrator work is done in the main office, or on a large job, in the field office.

### **EDUCATION and TRAINING**

The most important qualification of a construction company office manager is knowing how to deal with people. In addition, office managers may need a bookkeeping background with emphasis on accounting subjects. High school with some college is very desirable, and strong reading, writing and communication skills are essential.

