



Pacific Lifestyle
HOMES, INC.

Office Manager

Pacific Lifestyle Homes-- a growing Pacific Northwest homebuilder-- seeks a skilled, professional Office Manager. This position is responsible for administering Company benefits and HR related policies along with office management and event planning. We are looking for a team member who is friendly, approachable, energetic, results-oriented, resourceful and organized.

An ideal candidate enjoys a position with variety and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility**. Our Company culture is team-oriented, supportive and customer-centered. PLH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized. Please see our website for additional information:

www.pacificlifestylehomes.com

Pacific Lifestyle Homes offers a competitive compensation package including benefits. This position is eligible for profit sharing. Our offices are located in Vancouver, WA.

Responsibilities include:

- Administer company benefit programs
- Workplace policy development in support of PLH culture; facilitate communication and consistency
- Coordinate process for employee reviews, maintain personnel files and perform new employee orientations
- Provide basic IT troubleshooting and manage dedicated external IT support team
- Coordinate & manage company events and meetings
- Manage office facility and office equipment; serve as primary contact to office landlord & janitorial service
- Contribute to continuous process improvement; demonstrate initiative and shares ideas
- Provide administrative support including office supply inventory and travel arrangements
- Cover front desk responsibilities as needed

Desired Knowledge, Skills, and Abilities:

- 4+ years of Office Management experience; construction industry background is preferred but not required
- High school education with additional experience and/or education strongly preferred
- Excellent communication and interpersonal skills; professional judgement; approachable and friendly
- Ability to administer company benefits
- Responsible and professional with strong work ethic, integrity and reliability
- Demonstrated ability to professionally and securely maintain confidential information
- Working knowledge of IT equipment, telecommunications, and office equipment/tools
- Ability to organize, coordinate, multi-task and complete work accurately while meeting deadlines
- Ability to develop and maintain positive business relationships with internal teammates and external contacts
- Self-starter with demonstrated initiative and problem solving/troubleshooting skills
- Enthusiastic and results-oriented; eager to take on new challenges and work well as part of a team
- Cheerfully and calmly handles interruptions and competing priorities; flexible; adapts well to changing needs
- Continuous learner; demonstrates desire and ability to gain knowledge; open to coaching and continuous improvement
- Capable in use of computer software to include MS Word, Excel and Outlook. Additional computer skills are a plus

Reference check, background check and a pre-employment drug screen may be required as part of our hiring process.

For consideration, please forward:

- 1) A completed **Career History Form (Application)** found at the following link:

<https://ts.tgsnapshot.com/signup.cfm?DL=3975>

**** Please note—to be considered, the Career History Form must be completed. ****

- 2) **Upload your résumé and cover letter including compensation requirements.**

If you have questions about the application process, inquire via email with our recruiter at: OM@TJandassociates.com

We are proud to be an Equal Opportunity Employer.