



Bell Land Surveying PLLC Office Manager Position Description

Bell Land Surveying PLLC is seeking an experienced Office Manager for our growing office. The ideal candidate will take care of accounting, human resource tasks, and office management in a friendly, trustworthy, and discrete manner that keeps the ship on course. We specialize in residential and commercial boundary, engineering, and architectural surveys for residential, commercial, public, recreation, and conservation purposes.

Job Duties

Office Administration

- Supports company operations by maintaining office systems and schedules.
- Provide administrative support for the team (including management) such as answering phones, clerical functions, reviewing and submitting supply requisitions, coordinating and preparing for meetings and maintaining records.
- Managing and prioritizing incoming calls, mail, and correspondence
- Maintaining computer equipment inventories and assignments
- Coordinate with outside IT support to address company's IT needs and resolve employees' computer problems.
- Conduct research and maintain records.
- Carrying out local, and occasional out of town, errands and deliveries.
- Keeping common areas stocked, clean, and organized.

Human Resources and Accounting

- Update company's Employee Handbook and employment forms on an as-needed basis and draft relevant policies for review.
- Keeps management informed by reviewing project status, summarizing information; and identifying trends in written reports and spreadsheets.
- Onboard new team members, completing and maintaining required paperwork and setting up payroll.
- Administer company benefits.
- Coordinate training, development, and incentive programs, including licensure and certification.
- Inspires team by coaching and cheering, monitoring job stages, and maintain job results.
- Light accounting duties such as running payroll, accounts receivable and payable, processing invoices and account reconciliations, and producing quickbook reports.
- Other duties as assigned.

The Preferred Candidate will possess:

- A professional and ethical manner, acting with integrity and discretion.
- An ability to follow safety procedures.
- 3+ years in office management or administration for small business
- Familiarity with basic accounting principles
- Demonstrated ability to complete work independently.
- Must have expertise in QuickBooks and Microsoft Office programs such as Outlook, Word and Excel.
- Clear and professional written and verbal communication skills with management and team as well as clients.

- Minimum high school diploma or equivalency.
- Skills to work effectively and efficiently within a team.
- Must have the ability to learn new software, systems, and skills.

General Information

- Pay will be based on relevant experience ranging from \$20-\$30/hourly.
- Office Location: Morgantown, WV.
- Position is part-time, 10 to 20 hours per week, can be flexible but within team standard working hours (8:00-5:00)
- This position may entail some lifting of equipment, furniture, boxes, etc. up to 30 pounds.

Job Benefits

- Rewarding work environment.
- Prorated, paid time off based on weekly hours. Half-time employment includes 11 ½ day paid holidays, 40 paid vacation hours in the first year, and 20 sick/wellness hours annually.
- Health and retirement stipends (with potential for 401k and HRA in the future).

Send Resume to Admin@bls-pllc.com with subject line "Office Manager"