



## **Job Description – Office Manager / Project Administrator**

CourtTech USA, a worldwide specialty court construction and multifaceted sports company, is looking to hire an Office Manager and Project Administrator to support the company and its successful expansion and growth. Duties and responsibilities include providing administrative support to ensure efficient operation of projects and office management. Supports President and other team members in a dynamic environment through a variety of tasks related to organization, communication, customer service, and project coordination. Ideal candidates are familiar with a variety of the construction field's concepts, practices and procedures and are familiar with construction bookkeeping and accounting. Additional tasks and initiatives may be required with affiliated CourtTech Companies.

Ability to effectively communicate via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Reports directly to the President of CourtTech.

### **Specific job duties include:**

- phone, email support and general administrative assistance to President as needed
- use of BuilderTrend construction management software as needed
- scheduling (travel to jobs by field crew, meeting schedules, project schedule)
- invoice processing (customer invoicing and payment processing)
- accounts payable (prepare bill payments in a timely manner)
- understanding cash flow projections and budgeting to be conversant with accountant, bookkeeper and President about payables/receivables
- will collaborate with CourtTech Marketing Director to manage and post on CourtTech social media platforms and website

Applicant must be proficient in MS Excel, Google Sheets, MS Outlook and MS Word. Basic knowledge of best practices in bookkeeping and using Quickbooks is ideal.

A love of sports and the people in it is optimal.

**Job Type:** Full-time

**Pay:** \$38,000 \$42,000.00 per year with incentives

### **Benefits:**

- Health/dental stipend
- Paid time off

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**Schedule:**

- 40 hours/week

**Education:**

- College degree or equivalent (Preferred)

**Experience:**

- Microsoft Office with strong Excel skills: 2 years (Preferred)
- Admin: 2 years (Preferred)

**Work Location:**

- CourtTech USA Corporate Office – 3861 Hixson Pike, Chattanooga, TN, 37415

**Start Date:**

- May 2021