



Job Title: Office Manager

Location: Marion, Iowa

Reports to: Owners

Job Overview:

Fosters Kraus is seeking a highly organized and detail-oriented Office Manager to lead and oversee the administrative functions of our office. The ideal candidate will be responsible for bookkeeping, payroll processing, office management, and supporting day-to-day operations. This leadership role requires strong team management skills and the ability to foster collaboration between management and employees to achieve company goals.

Key Responsibilities:

- Manage and supervise the administrative team, ensuring efficient office operations.
- Oversee bookkeeping tasks, including Accounts Payable/Receivable and payroll processing.
- Maintain office supplies, vendor relationships, and company records.
- Support financial management through regular audits, budgeting, and reporting.
- Assist with HR functions, including recruitment, onboarding, and employee relations.
- Collaborate with Project Managers on documentation and compliance tasks.
- Lead the integration and use of office technology, ensuring smooth operations.

Qualifications

- Associate or Bachelor's degree in Business Administration or a related field preferred.
- 3-5 years of experience in office management, ideally within the HVAC or construction industry.
- Proficiency in QuickBooks, Microsoft Office Suite, and related software.

- Strong leadership, organizational, and communication skills.
- Ability to manage confidential information with discretion.

Fosters Kraus is an Equal Opportunity Employer.

August 2024

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