



## Office Manager

[lowahomecrafters.com](http://lowahomecrafters.com)

Iowa Home Crafters is seeking an Office Manager to be responsible for the general operation of our office. As the Office Manager you will manage office and project tracking processes as well as identify processes to be streamlined and develop new processes to ensure maximum productivity. In this role you will have tangible influence on how our business is run and contribute directly the success of Iowa Home Crafters as a business. Joining our team provides the opportunity to grow professionally and take on a leadership role in a small, vibrant company, while supporting designers, artisans, and builders in the creation of beautiful, sustainable, quality homes.

### Our Company:

Iowa Home Crafters has more than 30 years of experience building high quality, beautiful, healthy, and environmentally sustainable homes in central Iowa. Our goal is to help our clients turn their dreams for their home into an inspired, beautifully crafted living space while protecting the environment and conserving our planet's resources. As a company we take seriously the impacts of home construction on our communities, the environment, and the health and quality of life of our clients.

### Company Culture:

We strive to provide a positive workplace environment, physically, socially, and emotionally. Our team members take pride in the quality of their craft and enjoy their work and each other's company. Our company's reputation is a reflection of the integrity and pride each of our team members take in our craft, as well as our shared commitment to our values and to the goal of building quality, customized, beautiful, environmentally sustainable homes.

### Location:

We are located in a college town of about 50,000 people, which provides plenty of social, cultural, and recreational activities. Conveniently located and an easy commute from Central Iowa.

## Responsibilities:

- Oversee general office operation.
- Identify the need for and participate in the development of office and company policies, project tracking procedures, and employee management processes.
- Coordinate office activities and operations to secure efficiency, maximum productivity, and compliance to company policies.
- Direct clients visiting our office, contacting us by phone, or reaching us through social media, to the appropriate sales, design, or project management staff member.
- Inventory and purchase office supplies and software.
- Support budgeting, estimating, bookkeeping, and project management staff.
- Coordinate appointments and meetings, managing staff calendars and schedules.
- Produce reports, manage agendas, compose correspondence, and draft new contracts.
- Creating presentations and other management-level reports.
- Create and update records and databases with personnel, financial and other data.
- Collaborate with sales, design, and production staff to develop post-production project assessments and client satisfaction evaluations—developing and implementing solutions and improvements.
- Assist with online social marketing efforts (Facebook, Houzz, etc...), project summary write ups and request client testimonials.
- Assist with award submissions.
- Manage new employee recruitment and onboarding process.
- Opportunity to grow into a company leadership role.

## Skills, Qualifications, and Experience:

- Proven experience as an office administrator, office assistant or relevant role.
- Some background or experience with the construction, real estate, or trades industries preferred.
- Strong verbal and written communication skills and outstanding interpersonal abilities.
- Excellent organizational and leadership skills.
- Familiarity with office management procedures and basic accounting principles.
- Proficiency with knowledge of Microsoft Office 365 Suite.
- Education in office administration, office management or relevant field is preferred
- Appreciation of and desire to support the values and goals of Iowa Home Crafters; to create beautiful, sustainable, livable residential homes while committed to land, community, and environmental stewardship.
- Collaborative and professional work ethic.
- Personable and effective in managing relationships with clients, designers, builders, and craftspeople.
- Cooperative and collaborative, adaptable, flexible, and able to problem solve, a team player.
- Personality and work ethic compatible with our team.

## Pay & Benefits:

Part time beginning...20–30 hours per week with the potential to become full time

Pay dependent on experience

Two weeks paid vacation per year

Seven paid holidays per year

Medical insurance

4% matching retirement plan

Opportunity for career growth

## To apply:

Direct questions to Holly Bignall.

To apply, send a resume and cover letter to:

Attn: Holly Bignall  
515-450-8740

[holly@iowahomecrafters.com](mailto:holly@iowahomecrafters.com)

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