

**Job Title:** Office Manager

**Job Type:** Permanent

**Location:** Scotland

**Salary:** Negotiable

**Company:**

Founded in 1967, and operating in Ireland, United Kingdom, South Pacific and the Middle East, Roadbridge is a leader in Civil Engineering. Roadbridge has the experience, capability and a proven track record in delivering major projects across a range of sectors on time and on budget. Our core ethos is not just to meet client expectations, but to exceed them, making us the partner clients want to work with.

**Job Summary:**

We are looking to appoint an experienced Office Manager. The successful candidate will be enthusiastic, confident and motivated with good communication skills and able to work independently as well as part of a team. It is vital that they are able to demonstrate attention to detail and be able to work to deadlines, whilst liaising with site management and client representatives as appropriate. They will be required to carry out various administration duties including but not limited to: invoice reconciliation using the company's Sage Software, correlate contract documentation and track all contractor/client/designer correspondence. The ideal candidate will have the following capabilities:

**Responsibilities/ Requirements:**

- Min 2 years' experience,
- Main contractor / Site experience is essential
- General Office Duties
- Recording and submitting staff payroll information
- Invoice Reconciliation using Sage
- Filing of site correspondence and drawings.
- Maintain up to date drawing registers.
- Excellent knowledge of Microsoft Office.
- Ensure all Project Management Staff have correct documentation.
- Ability to utilise cloud based document control systems
- Attention to detail essential.

**To apply for this position, please email your CV to [careers@roadbridge.ie](mailto:careers@roadbridge.ie)**