

OFFICE MANAGER

PINEHURST, NORTH CAROLINA

McGill serves public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, and management consulting services. ***We are currently seeking highly motivated candidates for an Office Manager with experience in Civil/Site and Water/Wastewater in our Pinehurst, North Carolina office.***

Essential Duties and Responsibilities

The Office Manager (OM) oversees their respective office and is responsible for business development and the overall financial performance of their office. The OM works closely with the Vice President of Operations (VPO) to ensure that all protocol is followed by their respective office. The OM is responsible for regional and office wide adherence to McGill Associates' policies and procedures and the Company's vision of Client Satisfaction and Profitability.

The OM is responsible for monitoring their office's overall compliance with developing project scopes, fees for services, negotiation of contracts for agreements of engineering services, project budgeting, project scheduling, client communication and overall project profitability. He or she manages all staff and may delegate supervisory responsibilities in order to maximize efficiencies. The OM may also coordinate assistance from other design groups within McGill as may be required to facilitate the completion of design for projects.

The OM works with the VPO to establish a budget for the office and works with the Marketing Team to produce winning proposals. He or she builds relationships within

their target market to ensure they are kept abreast of opportunities for future work and funding to meet client needs.

Minimum Education and Licenses

- Bachelor of Science Degree in Engineering from an accredited four-year college or university in a practice area of the firm. Equivalent Bachelor's degree in related fields may also be considered. Minimum 15 years of experience in engineering with at least 8 years of progressive experience in the management of engineering projects and/or personnel required.
- North Carolina PE licensure or the ability to obtain licensure within 6 months
- Excellent writing and communication skills required

How to Apply

To apply, please email a cover letter and resume with references in one document to recruiting@mcgillassociates.com. Please list "Office Manager - Pinehurst" in the subject line of your email.

McGill Associates is an Equal Opportunity Employer. All terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training comply with the regulations of Title VI and VII of the Civil Rights Act of 1964. Employees are entitled to work in an environment free from any kind of unlawful discrimination or harassment.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. McGill Associates participates in E-Verify.

McGill Associates conducts background, credit, and motor vehicle checks in compliance with all federal and state statutes. An offer of employment may be extended to an applicant prior to the completion of these checks, but the applicant may not begin work until the completion and approval of the results.

McGill Associates conducts pre-employment, random, project specific, for-cause, and post-accident drug screens in accordance with all federal and state statutes.

McGill Associates will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All McGill Associates' facilities comply with the Americans with Disabilities Act. Persons with hearing and/or speech impairments may contact McGill Associates by dialing 711 to access the state Relay Service for TTY/TDD.