

# OFFICE MANAGER (FULL-TIME)



**VIRTUE  
HOMES**  
CUSTOM HOME BUILDER

Virtue Homes LLC, a reputable home builder based in Greenville, is seeking a detail-oriented and highly organized **Office Manager** to join our team. This full-time role is ideal for an individual who enjoys working in a dynamic environment and takes pride in supporting smooth office operations.

## Key Responsibilities:

- **Office Management:** Oversee daily office operations, including organizing office supplies, managing incoming and outgoing communications, and maintaining an organized workspace.
- **Administrative Support:** Assist with scheduling, document preparation, filing, and data entry; support leadership with various administrative tasks.
- **Customer Service:** Act as the first point of contact for clients and visitors, managing phone calls, emails, and customer inquiries to ensure a positive experience.
- **Bookkeeping:** Prepare invoices, process payments, and track expenses, working closely with the accounting team.
- **Project Coordination:** Provide support to the project management team, including tracking deadlines, coordinating meetings, and assisting with project documentation.
- **Vendor & Contractor Liaison:** Coordinate with suppliers, vendors, and contractors to ensure timely deliveries and follow-up on orders as needed.

## Qualifications:

- **Experience:** 2+ years of experience in office management, administrative support, or a similar role.
- **Skills:** Proficient in Microsoft Office Suite (Word, Excel, Outlook); Proficient in QuickBooks. Accounting background is preferred. Knowledge with Buildertrend or other residential PM software is a plus.
- **Communication:** Strong verbal and written communication skills; comfortable interacting with clients, vendors, and team members.
- **Organization:** Exceptional organizational skills with a high level of attention to detail.
- **Adaptability:** Ability to handle multiple tasks and prioritize in a fast-paced environment.
- **Dependability:** A self-starter who is reliable, punctual, and able to work independently, and is always looking to take on new tasks.

## Benefits:

- Flexible full-time schedule (32-40 hours per week)
- Opportunity to work in a close-knit, supportive team environment
- Professional growth and development opportunities
- Competitive hourly rate based on experience
- 401k match, paid vacation and holidays

## How to Apply:

Interested candidates should submit their salary requirements, resume and a brief cover letter detailing their relevant experience to Gerald Helf at [ghelf@virtuehomesllc.com](mailto:ghelf@virtuehomesllc.com)