

# Job Opportunity: Office Manager



## Summary

475 is a rapidly growing Brooklyn-based startup that distributes and consults on building components. We're focused on transforming the US construction marketplace from coast-to-coast toward low-energy, high-performance building design, with a focus on sustainable materials and Passive House construction. We seek a self-directed, office manager with a business/environmental background and plenty of energy to manage office support systems such as HR, IT, accounting, marketing support and the physical premises.

## Responsibilities

- Keep office stocked, organized and neat. Maintain all files, samples and marketing materials
- Organize new hire paperwork/payroll, files
- Assisting bookkeeper
- Support logistics of events, including lunches and certificates as needed.
- Assist in printing, ordering and shipping.
- Assist with website maintenance
- Liaise with salesforce and managers to coordinate events and travel plans.
- Assist in managing software, hardware, databases and calendars.
- Draft correspondence.
- Assistance with tasks relating to office improvement and other organizational projects.

## Desired Qualities

- Strong interest in high-performance building practices, especially Passive House
- Excellent communication skills, especially over phone and email
- Proficient in Microsoft Office suite, with a focus on Excel; experience in G-Suite and Google apps, Quickbooks, and CRM software a plus
- Proficiency in bookkeeping a plus.
- HTML / WordPress experience a plus.
- Experience with business planning, international shipping and customs
- Strong time management and organizational skills

## Background

- B.A. or B.S. degree required.
- Degree in sustainability / environmental, architecture, engineering or relevant experience focusing on sustainable business practices, accounting, and/or logistics a plus.
- Architecture, construction, business, or sustainability planning experience a plus.

Send résumé and cover letter to [careers@foursevenfive.com](mailto:careers@foursevenfive.com); subject: "475 Office Manager"