

## **Division Administrator**

Come work for Diversified Maintenance, a leading company in the Facilities Services Industry since 1973. At Diversified Maintenance we believe that details matter, as do each of our employees and customers. Through our core values of loyalty, honesty, and integrity, we strive to create a culture of growth and opportunity for each individual we employ. Although we currently have operations in all 50 United States, Puerto Rico, Guam, and the Virgin Islands, Diversified Maintenance is projected to double in size in the next five years. Join a large growing company with a sense of pride in everything that we do.

### **Summary**

The Office Administrator acts as a liaison between the field operations team and Corporate Headquarters. This position is responsible for supporting and helping the operations team in many manners, as well as holding individuals accountable for performance and completion of tasks. The Office Administrator helps drive a division's success by keeping their finger on the pulse of everything happening in their territory.

### **Job Duties**

- Retain knowledge of job openings, and assist with recruiting, interviewing and hiring as needed
- Prepare, manage and maintain personnel files, work order log databases, change in contract databases, contract files, account-billing information and manage subcontractor work orders for accuracy and completion.
- Process and code vendor invoices and recurring billing for approval and payment
- Serves as liaison between hourly employees
- Prepare and/or review all required paperwork.
- Prepare and process all background screenings, I-9 verifications, new hires, rehires, re-classifications, payroll changes and termination paperwork for the Division.
- Assures contract maintenance i.e., new accounts, termination, changes, purging, etc.
- Ensure accountability of managers as it relates paperwork submissions and following policies and procedures
- Ensure deadline for month-end items are sent to Regional Headquarters on time
- Provide support to management
- Document customer concerns to keep operations informed of the status of assigned accounts and follow through to assure resolution
- Assist in new account start-ups, prepare communication sheets of important information for new accounts information for new accounts and perform other duties as assigned by the Division Manager and/or Senior Management