

## About Us

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For 40 years, Greenstreet has been committed to serving our clients beyond expectation. We're more than just builders; we're visionaries who exceed expectations and forge enduring relationships grounded in honesty, trust, and full transparency. We are fully engaged with our clients as partners from project inception to completion, fostering a collaborative team atmosphere. As a Collaborative Contractor, we're not afraid to think differently, and we're on a mission to redefine and make a positive impact on the construction industry. Our commitment to lean construction principles sets us apart, driving efficiency and teamwork in all that we do.

At Greenstreet, you'll find more than a job; you'll find a family, a culture that supports your growth, and a team dedicated to making a difference in the construction industry. If you're ready to be a part of a collaborative, forward-thinking, and family-oriented team, Greenstreet is the place for you.

## Position Overview

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The Office Manager will be responsible for the management and efficient execution of various office functions. As an integral part of our organization, the Office Manager will help ensure that processes are consistently executed in a timely and accurate manner. The applicant must be committed to delivering quality and accurate results in a time-sensitive environment. Key responsibilities include:

### **Administrative Support:**

- Answer phones and provide professional assistance to callers.
- Welcome and assist visitors in a friendly and welcoming manner.
- Process incoming and outgoing mail promptly and accurately.

### **Data Entry and Record Management:**

- Perform data entry tasks, including invoice intake, insurance documentation, waivers, and other relevant documents.
- Ensure accurate and organized records are maintained.
- Ensure the proper filing and storage of records for easy retrieval.

### **Accounts Payable Management:**

- Assist in managing Accounts Payable processes.
- Ensure all Accounts Payable deadlines are met by month-end.

### **Customer Service and Relationship Management:**

- Maintain positive relationships with clients, trade partners, vendors, and employees.
- Provide exceptional customer service in all interactions.

### **Systems Oversight:**

- Oversee the Trade Partner Notice of Intent process and ensure its timely and efficient operation.
- Oversee the Procore Trade Partner Qualification System and ensure its efficient operation.

### **Issue Resolution:**

- Promptly and professionally address and resolve issues as they arise.
- Take a proactive approach to problem-solving.

### **Flexibility and Teamwork:**

- Be willing to jump in and assist in various tasks as needed.
- Demonstrate initiative by asking questions and actively participating as part of the team.

## Qualifications

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- High School Diploma or GED required
- Accounts Payable and/or Data Entry work experience preferred
- Strong analytical skills
- Strong computer and business solutions software skills
- Strong communication skills; both written and verbal
- Strong customer relations skills
- Strong attention to detail
- Excellent organizational skills and time management
- Ability to prioritize multiple work streams
- High degree of honesty and integrity
- Willingness to learn
- Dependable
- Ability to work in office with set hours from 8am-5pm Monday through Friday

## Why Greenstreet?

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- Competitive salary and benefits package
- We are a team that values collaboration and thrives on innovative thinking. Your contributions will be celebrated and encouraged.
- We are more than just colleagues; we are a close-knit family working together to achieve our goals.
- We love what we do.

## Apply Now

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Visit our website at [ggreenstreet.com/careers](http://ggreenstreet.com/careers) and fill out the application form.

*Greenstreet Inc. is an equal opportunity employer and will employ those applicants who possess necessary skills, education, and experience, without regard to race, color, religion, creed, age, sex, national origin, or ancestry.*

**G. Greenstreet, Inc.**

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