

Construction Office Manager Job Description

- Ensuring that projects run smoothly by employing efficient and competent administrative staff
- Analyzing existing administrative procedures and coming up with ways in which they can be improved
- Ensuring that the costs and/or expenses of a construction project are in strict compliance with the client or the organization's budget
- Creating and executing quality control programs
- Ensuring the maintenance and promotion of health and safety on construction sites by enforcing safety regulations and guidelines
- Liaising and working with architects, surveyors, engineers, and several other relevant personnel to check and review project plans
- Monitoring construction project progress and costs and ensuring that they are within budget.