



Office: (689) 610-3369

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Office Manager & Operations Coordinator

Chatelain Engineering | Central Florida

Full-Time | On-Site

Salary: \$50,000 - \$60,000 + Performance Bonus

About Chatelain Engineering

Chatelain Engineering is a growing civil engineering firm dedicated to delivering exceptional service while fostering a culture of accountability, transparency, and continuous improvement. We utilize the Great Game of Business (GGOB) open-book management philosophy, empowering team members to understand and contribute to the firm's success.

We are seeking a highly organized and proactive **Office Manager** to oversee daily administrative operations, financial administration, proposal coordination, human resources support, marketing execution, and office management functions. This position plays a vital role in ensuring our systems, processes, and team members are supported and positioned for success.

Position Summary

The Office Manager supports the daily operations of Chatelain Engineering by managing accounting, proposals, HR coordination, marketing activities, and administrative support for engineering staff. This role ensures the firm's systems and workflows are executed consistently, including onboarding, training, financial controls, and proposal management.

Key Responsibilities

Communication & Front Office

- Answer incoming phone calls and monitor the company email inbox.
- Serve as the first point of contact for client and vendor inquiries.
- Provide professional communication and customer service.

Accounting & Financial Administration

- Enter expenses and maintain financial records.
- Send invoices and manage accounts receivable.
- Review employee timesheets and payroll information for accuracy.
- Perform monthly account reconciliations.
- Assist with year-end tax preparation activities.
- Maintain organized financial documentation.

Proposal Coordination

- Draft and prepare engineering proposals in coordination with Project Managers.
- Send proposals and track status within CRM and project management systems.

Project Coordination

- Coordinate grading plan projects with draftsmen and project managers.
- Manage project management software to support on-time delivery.
- Serve as a primary point of contact for grading plan clients.
- Monitor project workflow and help resolve bottlenecks.

Human Resources Support

- Manage job postings on LinkedIn, Indeed, Handshake, and company platforms.
- Prescreen candidates and coordinate interviews.
- Coordinate career fair participation and recruiting efforts.
- Assist with onboarding activities and employee training programs.
- Support administration of retirement, HRA, and benefits programs.
- Assist with performance review scheduling and documentation.

Marketing & Brand Management

- Manage company LinkedIn content, branding initiatives, and online reviews.
- Coordinate website updates with marketing vendors.
- Execute marketing calendars and maintain brand consistency.

Administrative Support

- Prepare permit applications and project documentation.
- Maintain templates, records, and document control systems.
- Support engineering staff with administrative and project-related tasks.

Qualifications

Required

- High school diploma required; Associate's or Bachelor's degree preferred.
- Experience in office administration, accounting, bookkeeping, HR support, or business operations.
- Proficiency with Microsoft Office Suite.
- Experience with accounting software such as QuickBooks.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.

Preferred

- Experience with Deltek Ajera preferred but not required. We are willing to train the right candidate with strong accounting, bookkeeping, and administrative experience.
- Experience in engineering, construction, architecture, or professional services firms.
- Experience with CRM and project management software.

What Makes You Successful

- Highly organized and detail-oriented.
- Able to manage multiple priorities simultaneously.
- Strong customer service mindset.
- Comfortable working independently and taking initiative.



- Professional, dependable, and adaptable.
- Passion for helping a growing business succeed.

Compensation & Benefits

Salary: \$50,000 - \$60,000 annually, based on qualifications and experience.

Performance Bonus

Eligible for an annual performance bonus based on company performance and individual contributions.

- Bonus program tied to company EBITDA performance and gross margin targets.
- Bonus determinations consider overall performance, contribution to firm success, and company financial results.
- Bonuses are discretionary and reviewed annually.
- Program is being developed through the **Great Game of Business (GGOB)** open-book management model.

Health Reimbursement Arrangement (HRA)

- **\$400/month HRA benefit**
- **Additional \$200/month per dependent**
- Reimbursement for eligible health insurance premiums and qualified medical expenses.
- Requires proof of coverage and eligible expenses.
- Subject to formal HRA plan documents and applicable regulations.

Paid Time Off

- **80 hours (2 weeks) of PTO annually**
- Available upon hire
- Time off should be scheduled with reasonable advance notice



- Unused PTO does not carry over and is forfeited at year-end

Paid Holidays

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Retirement Benefits

- IRA Retirement Plan with employer match of up to **3% of salary**
- Available following the 90-day orientation period

Career Growth

- Annual performance-based salary reviews
- Professional development opportunities
- Opportunity to grow with a rapidly expanding engineering firm

Apply Today

If you are a motivated professional who enjoys wearing multiple hats, supporting a growing team, and helping create efficient business systems, we'd love to hear from you.

Join Chatelain Engineering and help build the foundation for our continued growth and success.