

Office Manager/Bookkeeper, Full Circle Design

Full Circle Design has an exciting opportunity for an individual with office management experience in construction and/or construction design to help support our team and our various construction projects throughout San Diego County.

About Full Circle Design – San Diego Based Outdoor Design/Build Company

Full Circle Design serves residential homeowners by designing, planning, and executing exterior construction and landscapes. We specialize in the use of 3D rendering software. Design work is an integral part of every project, but most of our work is in the construction and realization of our designs.

Essential Experience

The following experience is essential to be considered for this position, and only qualified applicants should apply:

- Construction Accounting & Job Costing (Expert level QuickBooks proficiency)
- Payroll and electronic payroll systems
- A minimum two years related experience; or equivalent combination of education and experience

Highly Preferred Experience

In addition to the essential experience listed above, the ideal candidate will also possess the following experience:

- Creating and implementing quality improvement/assurance systems
- Documentation of company policies/procedures
- Report preparation
- Experience with Adobe CS software
- Familiarity with Employment Law

To work for the Full Circle Design Team as an Office Manager/Bookkeeper, you must be detailed, motivated, resourceful, articulate, and provide excellent customer service.

Compensation: \$12.00 – \$15.00 depending on experience. Benefits available after 90 days.

How to Apply:

If you feel you meet the qualifications for this job please apply by sending your resume to careers@fcdzine.com

Only qualified applicants will be considered.