



- Office & Compliance Administrator -

Watson-Forsberg is currently seeking a full-time **Office & Compliance Administrator** to join our team.

Located in Minneapolis, Minnesota, Watson-Forsberg is a general contractor built on safety, community, and hard work rooted in good values for over 60 years. We partner to create thriving communities by providing commercial and multi-family construction services for both new and remodeling/rehab projects. Long-term relationships with clients, subcontractors, and design professionals are the key to our success.

Job Title: Office & Compliance Administrator

Reports to: CFO

Supervisory Responsibilities: None

FLSA Exempt Status: Non-Exempt

Type of Position: Full-time

Salary Range: 60K – 70K, DOQ

Travel Requirements: May require some driving in the Twin Cities metro area.

Job Summary:

The Office & Compliance Administrator is an important part of the Watson-Forsberg team and is involved in many aspects of company operations. Keeping the office running smoothly, along with compliance reporting, marketing, and project management tasks makes this position integral to our business.

Office Responsibilities:

- Front desk - answer phones, distribute mail, receive visitors
- Manage office keys and pass-cards
- Monitor and order office supplies, business cards and snacks
- Office equipment – maintain postage machine, schedule service for printer/scanner machine
- Plan, schedule and coordinate meetings and company events/meals/training sessions
- Order and distribute company apparel for staff
- Order and distribute staff and client gifts and cards
- Assist marketing/preconstruction team with RFPs, proposals and other administrative tasks
- Assist Project Management team with printing plans, compiling close out documentation and other administrative tasks
- Assist with Procore database management
- Human Resources – assist with new employee set up and termination, send employee anniversary and EEO activity emails and other administrative tasks

Compliance Responsibilities:

- Submit certified payroll reports and MBE/DBE/WBE workforce reporting via electronic documents and software such as LCP Tracker
- Submit MBE/DBE/WBE subcontractor reporting via electronic documents and software such as B2G Now
- Prepare EEO and affirmative action administration items, including but not limited to HUD, MHFA and other municipalities compliance forms
- Provide various reports as requested related to certified payroll, EEO and affirmative action
- Assist with preparation of city and state EEO/affirmative action plan semi-annual reports and annual renewals
- Manage subcontractor insurance certificates - collection, evaluation, subcontractor communication and job file maintenance
- Prepare contractor's statement of low-income housing sales tax rebates
- Collect subcontractor's Contractor's Affidavit of Withholding (MN IC-134) and submits to the state of MN
- Other duties as assigned

Experience/Education Requirements:

- Minimum 5 years administrative assistant experience required
- Proficiency in Microsoft Word/Excel/Outlook required
- Construction company experience preferred

Physical Demands & Work Environment:

Requires physical presence in the office 5 days a week, 8 hours per day. Limited opportunity for remote work.

Work is performed primarily in an office environment and requires the ability to operate standard office equipment with extensive telephone, copier, scanner, printer, computer, and keyboard usage. Must have the ability to lift and carry small parcels and other items up to 25 pounds and

to walk short distances. Must have the ability to drive a vehicle to attend meetings and deliver or pick up materials. The person in this position frequently communicates with staff, vendors and customers and must be able to exchange and communicate accurate information in these situations.

To learn more about Watson-Forsberg, we invite you to explore Watson-Forsberg's website at www.watson-forsberg.com. For immediate consideration please forward résumé and references to info@watson-forsberg.com.

Watson-Forsberg Co. is an Equal Opportunity Employer and will evaluate Reasonable Accommodations requests made in accordance with the Americans with Disabilities Act and other applicable laws.