

Office Manager – Ft Irwin
Infinite Energy



Infinite Energy Construction is a **general contracting and engineering firm** specializing in military construction (MILCON) projects. At Ft Irwin, our team is committed to delivering high-quality construction and engineering solutions that serves the community and operations of Fort Irwin and supports the mission of the US Army warfighter. We are passionate about what we do and the missions we support.

We are seeking an organized and detail-oriented Office Manager to join our team on-site at Ft Irwin. The ideal candidate will be responsible for supporting and overseeing daily administrative tasks, coordinating with subcontractors, managing documentation, and ensuring efficient office operations. This role requires excellent communication skills, both written and verbal, and the ability to handle multiple tasks with precision. This position does offer some flexibility for the right candidate in scheduling.

Infinite Energy Construction is a proud supporter of the military community. We offer a family-friendly work environment and encourage military spouses, veterans, and candidates with experience in military settings to apply. Our team provides flexible support and understanding the unique demands of military life.

Join a mission-focused team that supports our nation's military infrastructure. Be part of a community that values service, integrity, and excellence.



Key Responsibilities

- **Phone Management:** Answer phone calls, route appropriate calls, and coordinate with team members and clients as needed.
- **Attend Site Visits with IEC Construction Team & Note Taking:** Take detailed notes during site visits, meetings, and pre-construction conferences. Ensure accuracy and thorough documentation.
- **Mail Management:** Scan and email received mail, daily reports, superintendent daily reports, subcontractor invoices, and subcontractor payrolls to the appropriate recipients.
- **Office Supplies:** Procure and manage office supplies to maintain a well-stocked and organized office environment.
- **Filing:** Create and maintain electronic and paper job folders for documentation purposes.
- **Weekly Meeting Notes:** Enter information into JOC (Job Order Contracting) notes and attend meetings for note-taking when necessary.
- **Fleet Management:** Send fleet gas card receipts to the designated personnel.
- **Gate Access Requests:** Fill out gate access memos, send them to DPW, and forward to the visitor's center (VIC) as needed. Communicate with subcontractors regarding access.
- **Davis Bacon Compliance:** Distribute key project information to relevant parties (subcontractors) and verify compliance.
- **Daily Reports:** Print job-specific daily reports as required by client, co-workers, and management.

Skills and Competencies

- **Organization:** Strong organizational skills to manage multiple tasks and maintain order.
- **Detail Oriented:** Strong attention to detail to ensure accuracy in documentation and note-taking.
- **Reliability:** Dependable and consistent in performing duties and meeting deadlines.
- **Computer Literacy:** Proficient in Microsoft Office mandatory. Other software and platforms are a plus (but not necessary), e.g. ProCore, and DialPad. Ability to learn new software and systems quickly is mandatory.
- **Communication:** Effective oral and written communication skills. Ability to interact with diverse personalities.
- **Construction Experience:** Previous experience in the construction industry is a plus but not required.
- **Process Execution:** Ability to understand and execute processes efficiently.
- **Flexibility and Problem-Solving:** Adaptable and resourceful in addressing challenges and finding solutions.



Additional Information

This position requires a proactive individual who can independently manage their responsibilities while contributing to the overall success of the team. If you possess the skills and are ready for a dynamic and rewarding role, we encourage you to apply.

Benefits:

Infinite Energy Engineering offers a competitive compensation package in addition to the following benefits:

- Group Health Plan
- Dental Plan
- Paid Time Off (PTO)
- Paid Holidays
- Disability Insurance - Short & Long-Term
- Life Insurance / AD&D
- Flex Spending Account
- 401k Retirement Plan
- Profit Sharing / Incentive Compensation (Bonus) Plan
- Free Gym Membership
- Relaxed Office Environment
- Community Service Opportunities
- Team Building Events
- Client Engagement Opportunities
- Schedule and Workplace Flexibility

We love the work we do. At **Infinite Energy**, we believe that success comes from a commitment to **performance, growth, and quality**—while having fun along the way. For **28 years**, we have built a company that thrives on solving complex challenges in the **Federal, U.S. Military, and commercial construction** markets. Our projects take us across the country, and we are always ready to support our clients with innovative solutions that align with their missions.

We value each other. Our strength comes from our people. At **Infinite Energy Engineering**, we foster a **culture of growth and opportunity**, empowering our team members to advance their careers while contributing to something bigger than themselves. We recognize that **quality, care,**



and performance are the foundation of our success, and we encourage collaboration and learning at every level.

We align with our clients' missions. Our company has been built on the principle of **partnership**—we don't just deliver projects; we **support our clients' missions**. Whether working on federal, military, or commercial construction projects, we are driven by the same tenants of **quality, care, and performance** that define our own organization.

We love to give back. As a **fast-growing company**, we recognize the importance of investing in the communities where we work and live. Whether it's mentoring future professionals, supporting local initiatives, or giving back through sponsorships and service, we are committed to making a positive impact.