

Construction Office Administrator

McGee Brothers Co., Inc. | Greenville, SC

Integrity • Excellence • Servant Leadership • Teamwork

Build More Than a Career—Help Build the Foundation of Our Success

McGee Brothers Co., Inc. has been one of the Southeast's leading masonry and concrete contractors since 1971. We're looking for an experienced **Construction Office Administrator** to join our Greenville, SC team.

This is more than an office job. You'll be a key member of our operations team, helping support the people who build our projects every day.

We're looking for someone who wants to build a career—not just fill a position.

What You'll Do

- Support accounting, purchasing, and HR administration
- Assist project managers, supervisors, and foremen with daily office tasks
- Communicate with builders, vendors, suppliers, and customers
- Manage project documentation and job files
- Process invoices, purchase orders, payroll paperwork, and other administrative tasks
- Help keep our Greenville office organized and operating efficiently

What We're Looking For

- Previous construction office experience preferred
- Strong organizational and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Professional, dependable, and detail-oriented
- A team player who enjoys helping others succeed

Software Experience

Experience with one or more of the following is preferred:

- Buildertrend
- Procore
- ITK Construction Software
- Microsoft Office (Word, Excel, Outlook)
- Adobe Acrobat
- Accounting and ERP software

Why McGee Brothers?

We believe our employees are the foundation of our success. We offer:

- Competitive compensation based on experience
- Health insurance
- Retirement plan
- Paid time off and paid holidays
- Opportunities for professional growth
- A stable, family-oriented company with an excellent reputation
- A team that values integrity, professionalism, and excellence

Ready to Join Our Team?

If you're looking for a company where your work is valued, your contributions make a difference, and you can build a long-term career, we'd love to hear from you.

Apply online at: mcgeebrick.com

Questions? Contact:

Brandon McGee
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McGee Brothers Co., Inc.
Building Strong Foundations Since 1971