

Administrative Secretary (Construction)

Office of Construction and Real Estate

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Office of Construction and Real Estate (OCRE) ministers to all of the construction and real estate needs in the Diocese of San Bernardino. The office is also responsible for the care and security of the Diocesan Pastoral Center.

Position Summary:

The Administrative Secretary is responsible for the successful completion of all administrative work in the Office of Construction and Real Estate. The Administrative Secretary ensures that all correspondence, notices, payments and contracts are prepared and sent in a timely manner. The Administrative Secretary maintains all files and records pertaining to construction projects of the Diocese of San Bernardino. The Administrative Secretary is professional, orderly and organized in all aspects of the job.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Assist Construction Project Manager with construction projects as directed.
2. Prepare construction contracts and architectural agreements.
3. Maintain cost spreadsheets on all construction projects.
4. Schedule and assist in facilitating meetings for the committees and subcommittees of the DBC.
5. Record and prepare minutes for the committees and subcommittees of the DBC.
6. Ensures that documents are recorded with county Recorders in a timely manner.
7. Coordinate Performance Bonds for projects with Building Departments and Surety Companies.
8. Manage the creations and reproduction of all workbooks, handouts, and various materials used in presentations.
9. Maintain OCRE web page.
10. Prepare and processes check requests and order office supplies.
11. Other administrative duties such as answer telephone calls, schedule appointments for Director of the Office of Construction and Real Estate.
12. Participate in the office functions of the Office of Construction and Real Estate in the Diocesan Pastoral Center within the normal working hours.
13. Assist the Director of Construction and Real Estate as directed.
14. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. High School Diploma. College degree preferred.
2. Advanced computer skills in Microsoft *Word, Excel, Access and PowerPoint*.
3. Understanding of architectural, construction and vendor contracts.
4. Understanding of cost flow and spreadsheet analysis.
5. Strong and positive interpersonal relationship skills with the ability to approach people in a manner which creates harmony and promotes cooperation and collaboration.
6. Ability to effectively interact in a professional and pastoral manner with unique and divergent personalities.
7. Sensitivity to the multicultural southern California environment.
8. Ability to maintain confidentiality.
9. Willingness to support the vision and values of the Diocese of San Bernardino.
10. Ability to work in multi-cultural environment.
11. Bi-lingual and bi-literate English/Spanish is helpful and preferred but not required.
12. Must have ability to work in a multi-cultural environment.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdiocese.org
Fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.