



CODE ENFORMENT

12172 Jackson Road, Dexter, MI 48130

City of Chelsea ■ Township of Dexter ■ Township of Lima ■ Township of Lyndon ■ Township of Sylvan

Agency Description

Established in 2000, Chelsea Area Construction Agency (C.A.C.A.) is a Governmental Agency created by an Inter-local agreement between the City of Chelsea and the surrounding townships of Dexter, Lima, Lyndon and Sylvan.

C.A.C.A. is tasked with the administration and enforcement of Residential and Commercial Michigan Building Codes within the property boundaries of the agency members.

Role Description

This is a full-time on-site role for an Office Manager located in Dexter, MI. The Office Manager will be responsible for coordinating administrative tasks and managing the daily operations of the office. This includes scheduling and coordination of meetings and site inspections, processing payments and deposits of Agency fees, managing office supplies and equipment, handling incoming and outgoing mail, and assisting with the preparation of Board reports. The Office Manager will also be responsible for overseeing the work of support staff, and ensuring that office operations run smoothly while providing excellent customer service to clients. Salary from \$65,000 - \$75,000, depending on experience and education. Medical, optical, dental insurances, and 401A retirement.

Qualifications

- Proven experience as an office manager or in a similar administrative role
- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Proficient in Microsoft Office Suite and other office-related software, including Adobe and accounting software.
- Detail-oriented and able to multitask effectively
- Able to work independently and as part of a team
- Bachelor's degree or equivalent work experience
- Experience with BS&A permitting and accounting software is a plus

Please submit resumes to Matt Forester, The Chelsea Area Construction Agency Building Official. Resumes accepted via email at: buildingofficial@cacagency.org, or in person at the Agency office: 12172 Jackson Rd, Dexter, MI 48130. 734-475-4420. Resumes accepted through April 1, 2024.