

CONSTRUCTION OFFICE MANAGER

Construction Office Managers plan, organize, direct, control and evaluate departments within the construction industry. They have knowledge in the core competencies of construction and maintenance including estimates and takeoffs. They are also skilled in administrative duties regarding corporate governance and regulatory compliance, record requirements, occupational health and safety and other administrative services.

The Construction Office Manager program provides an overview of the skills required to work in any construction office environment. Areas of study include occupational health and safety, estimating and sketching, marketing development and human relations management.

Program length: 36 weeks

▸ ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent, or a mature student
- Pass an entrance test administered by Herzing
- Be interviewed in detail regarding interest in the field
- Meet any additional program specific entrance requirements

CONSTRUCTION OFFICE MANAGER

▸ COURSE LIST

– Occupational Health and Safety	– Marketing Development
– Introduction to Construction	– Human Relations Management
– Introduction to Estimating and Sketching	
– Organizational Structure and Strategies	
– Managerial Finance	

▸ CAREER OUTLOOK

The Construction Office Manager program prepares graduates for employment opportunities in a variety of sectors such as residential, commercial and industrial construction companies; along with major electrical, mechanical and trade contractors.

▸ EXAMPLES OF POSSIBLE JOB TITLES

Construction Office Manager, Industrial Relations Manager, Administrative Services Manager