



SYDNEY BLAIR, Office Manager / Contracts & Billings

Sydney Blair is responsible for administrative office tasks such as payroll, billing, preparing contracts and organizing office files, both internally and for project archiving.

Education:

B. Sci. CUNY - Herbert Lehman College

Responsibilities

Office Management: Has served as clerical manager and client liaison since 2014

Payroll: Collects timesheets and submits payroll.

Purchasing: Handles all purchase orders for equipment & supplies.

Archiving: Virtual and hard copy file storage of current/past project documents.

Billing & Receivables: Monitors office finances through use of Microsoft Excel & Quickbooks.

Contracts: Prepares AIA contracts and agreements between architect, owners, building management and contractors.

Scheduling: Arranges site visits and meetings between office personnel, clients and contractors.