

Administrative Office at Headquarters

WHO DOES WHAT?

TAMBRA HEINE-CFO

Tambra@castlebri.com

- Management team member
- New hiring and onboarding
- Benefits administration
- Job Closing
- Financial Reporting
- Oversees the financial well being of the company
- Asset management and purchases
- HR Responsibilities. Conflict resolution between employees.
- As a part of the management team, HR complaints that you don't want shared to the management team, should be referred to Christie.
- Tax and compliance reporting
- First Report of Injury and follow through Work Comp

CHRISTIE ROSE

OFFICE MANAGER

Christier@castlebri.com

- Processes contract requests, purple binders, job site binders and invoicing the client.
- Processes bill payments and deposits.
- All payroll related questions
- Processes payroll
- Travel and reimbursement items.
- IT & Tech questions, will delegate to the appropriate person
- HR Responsibilities. Personal or health issues, time off confidentiality issues should be referred to Christie.
- Office Supplies and equipment repairs
- Credit Card Reconciliation

BAILEY STROBEL

OFFICE SUPPORT

Bailey@castlebri.com

Invoices@castlebri.com

Receipts@castlebri.com

- Processes invoices and bills
- Enters all Credit Card Receipts
- Other projects as assigned
- Setup new Trade Partners
- Manages TP documents
- Prepares work comp audits