



Job Title: Assistant Job Expediter  
Job Type: Hourly  
Scheduled Hours of operation: M-F, 7:30am – 4:00pm  
Pay Range: \$14.00 - \$21.00 based on experience  
Created: 9/16/2020  
Revision No: 001

## Primary Purpose

The Assistant Job Expediter works on various tasks for renovation jobs, especially for projects that require significant materials under strict deadlines. Their primary role is to deliver material, supplies, and process returns from completed projects. They also, from time to time, perform demolition work, breaking down old structures and hauling materials away in preparation for some renovation projects. The Assistant Job Expediter also supports the building process by processing orders, scheduling deliveries, and providing customer service.

## Key Responsibilities

**NOTE: You must have a valid driver's license with a clean driving record for the past 4 years, no moving infractions, accidents, speeding tickets etc. If you have any violations, please not apply. Background check required.**

- Assist in the delivery of material and supplies to field teams
- Pickup and process returns of unused materials at jobsites
- Perform cleanup and inspections of jobsites
- Work with sales staff and management to place orders, contact vendors and assist in scheduling delivery/installation using estimates and knowledge of delivery lead time to set the appropriate deadlines.
- Attends project meetings and provides status reports to sales team and management
- Assists in the setup/takedown of trade shows, assisting in working as needed
- Develop and maintain a positive working relationship with clients, salesmen, trade partners, staff and management
- Responsible for scheduling and job site preparation
- Willingness to work overtime as needed and do whatever it takes to take care of our customers
- Drop off & pick up documents from customers
- Responsible for documenting and updating job logs

## Other Responsibilities

May service as the secondary resource for snow removal and other duties as assigned by management.

## Knowledge, Skills, Abilities and Requirements

- Must have a valid driver's license with no moving infractions or speeding tickets in the last 4 years.
- Must be able to stand for long periods of times, be physically agile and lift up to 75 pounds.
- Basic understanding of construction principles and procedures, siding, windows, and door experience a plus
- Strong decision making and problem-solving skills.
- Must own basic hand tools
- Must be able to multitask, shift gears and prioritize tasks on the fly
- Comfort working in a fast-paced environment with weather fluctuations both outdoor and indoor
- Must be technologically savvy, with the ability to utilize cloud-based project management software by both smart phone (Android or iOS) and a Windows computer.
- Must have an Android or iPhone with data plan

## Reporting Structure

This position reports directly to the Business Operations Manager.