



Project Assistant Job Description

Build a career you will love!

Wade Design & Construction Inc. is a leading full service design/build remodeler in Ozaukee County and the surrounding areas. We strive to provide our clients with jaw-dropping high quality transformations of their homes on time and on budget. We maintain the highest level of service and communication during the project which leads to happy families living in their newly redefined spaces for years to come.

Personality Characteristics required:

- Enthusiastic, fun, upbeat, and positive! Has a "Can Do" Attitude!
- Possess the qualities of Humble, Hungry and Smart!
- Willingness to tackle difficult problems when they arise.
- Ability to stay on top of multiple projects, adaptable to changing situations and priorities, mentally sharp, friendly, proactive, and service oriented.
- Ability to work with others in a team environment and a willingness to get down and dirty, sometimes doing hard tasks in difficult spaces.
- You must possess understanding and willingness to go the extra mile for our clients to take care of their needs and their home during the project.
- Accurate, complete, and quality-minded thinking helps to keep projects on track with beautiful results and happy clients.

Position Summary:

- The Project Assistant is a part time position. Option for full-time in the summer with opportunity to continue on part-time during the school year.
- The Project Assistant position reports first to the project managers and company owners second.
- The Project Assistant is responsible for on-site project organization and cleanliness.
- The Project Assistant is expected to possess the highest level of client service, strong work ethic, integrity, and positive attitude
- The Project Assistant is expected to focus on job site safety, maintain regular client contact and ensure that company policies and procedures are followed

Position Responsibilities:

- Co-operate with Project Manager to expedite timely completion of the work in order to maintain schedule and budget goals.
- Pick up and delivery of material to project sites or suppliers as needed by the project manager.
- Posses a willingness to listen, learn and follow directions and company processes.
- Assist with simple book keeping tasks and filing of documents.
- Marketing responsibilities: delivery of postcards, postcards addressed and mailed as needed. Attend company functions such as parades and company sponsored events.
- Ensure job site safety, protection and maintenance of company tools, and follow all job site rules.

- Ensure project SmartSheet is up to date and communication is kept there with all subs, clients and vendors.
- Engage in regular client communication while on site.
- Perform light carpentry tasks while supervised and work at the highest level as required.
- Read and interpret communication on SmartSheet as well as project plans and paperwork.
- Assist with final punch list closeout of projects in coordination with the project manager.
- Responsible for ensuring end of day procedures are handled includes clean up, weather protection, security and material storage.
- Miscellaneous other duties as required.

Time Tracking and Hours Worked:

- You must clock in and out at every job site on the BusyBusy App.
- Hours are flexible based on project needs balanced with an established schedule that is coordinated to your schedule.

Position Requirements: Must meet and exceed all Company requirements:

- Good communication.
- Teaching skills and coachability
- Must be available for extended work as required
- Will be provided a work vehicle for company activities as needed.
- Ability to perform physically demanding work on a consistent basis, including lifting 100 pounds
- Wisconsin driver's license and good driving record

Opportunity for Yearly Bonus:

- Opportunity to receive financial reward for referrals that become construction contracts.

Company-Wide Days Off:

- New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Christmas Eve and New Years Eve are typically half days to address clients' needs for the holiday.

You will possibly be issued a Company credit card to be used for project expenses only. All receipts to be attached to Divvy with job name and item cost code.

Probationary period:

- This position will have a three month probationary period.
- There will be a monthly review with predetermined goals that will be given and reviewed at the end of each month.
- Once the probationary period is over, there will be quarterly reviews for the first year. After the first year we will have bi-yearly reviews.

Confidentiality:

- Employee recognizes that his work at Company is in a highly competitive field and that during the course of employment, Employee will learn and become aware of a variety of secret or confidential

information, including, but not limited to, technical and business information, related to Company's activities. Because of the competitive nature of this work, Company's client lists, prospective client lists, proposals, technical developments and any and all business development plans are secret or confidential.

- All such information constitutes a unique, special and valuable asset of Company, is essential to the success of Company's business, and would be harmful to Company or its clients if released. Such information is secret or confidential until it is publicly disclosed by an authorized officer of Company or until it comes into the public domain in some other lawful manner.
- All records, papers, and documents kept or made by Employee relating to the business of Company or its subsidiaries or affiliates or their clients shall be and remain the property of Company.
- Duty Not to Disclose To Others: In order to protect Company's secret or confidential information, Employee promises to keep confidential during employment by Company and thereafter and not to directly or indirectly use or disclose to any other person or business entity Company's secret or confidential information without prior written approval by an officer of Company. Employee further promises to make all reasonable precautions to protect against the negligent or inadvertent disclosure of Company's secret or confidential information to any other person or business entity.
- Duty to Return: Upon termination of employment, Employee further agrees to return to Company all electronics, electronic files, documents, records, materials, and other property of whatever nature received from or created for Company and any and all copies thereof, including, but not limited to, those documents, records, materials containing or relating to secret or confidential information.
- It shall be presumed that all such documents in the possession or control of the Employee shall be the property of Company.

Acknowledgments:

The above job responsibilities are not intended to be an all-inclusive list of duties of the position.