



## **JOIN THE TEAM**

### **Production Assistant**

Are you highly organized, detail-oriented and reliable?  
Do you thrive in a fast-paced, ever-changing work environment?  
Are you energized by problem-solving and in-depth scheduling?  
Do you desire a deeper knowledge of construction business management?

If you answered YES to the above, read on!

#### **THE ROLE**

This position is responsible for assisting the Production Manager to ensure the success of the Production Department. The Production Assistant will handle all warranty issues, municipality inspections and scheduling for roof repairs as well as overseeing warranty calls and handling customer issues. The Production Assistant will also assist in the customer service aspect of the Production Department providing support to the customer and the HomeGuard staff.

#### **THE RESPONSIBILITIES**

- ❖ Interpret insurance scope/project documents to form a good understanding of each project.
- ❖ Maintain communication with customers throughout scheduling, production and post-production/job-closing; addressing concerns along the way.
- ❖ Schedule and manage all warranty work.
- ❖ Monitor tool and ladder inventory.
- ❖ Manage production work in a timely manner to ultimately ensure that job completion paperwork is uploaded into our CRM system.
- ❖ Schedule and manage all municipality inspections and ladder sets. Ensure each project passes inspections.
- ❖ Assist Production Manager with onboarding, performance (jobsite safety, material usage, quality, cleanliness and completion) and proper insurance documentation for all subcontractors.
- ❖ Provide subcontractors with details of each project and assist with holding them accountable for adhering to those details.
- ❖ Be familiar with installation processes/products in order to troubleshoot issues prior to calling in final inspection.

#### **THE BENEFITS**

- ❖ An opportunity to join our team early on and ride the wave of rapid growth with us!
- ❖ Enjoy being compensated at a competitive hourly rate.
- ❖ Paid holidays and time off for all employees after 60 days of employment.
- ❖ Excellent health benefits are available to all employees after 60 days of employment.

If this listing intrigues you and you feel ready to take the next steps towards working with HomeGuard Roofing & Restoration please send Chris an email with your resume attached. We look forward to speaking with you!

Chris Menard  
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