



JOIN THE TEAM

Project Assistant

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

If you answered YES to the above, read on!

THE ROLE

The Project Assistant is the key to fulfilling the promises we make to our customers. This position is intended to ensure each roofing installation is monitored for both quality and efficiency. Ensuring material isn't wasted and installation is completed properly. This position will also provide inventory management, delivery of materials and the return of unused materials. The Project Assistant will also be responsible for documenting the installation with photos and assisting the estimating team with supplement documentation.

THE RESPONSIBILITIES

- ❖ Set expectations with the crew, providing them with necessary materials/equipment to fulfill work orders. Pick up additional material/equipment as needed.
- ❖ Inventory all material before work commences for order accuracy.
- ❖ Manage all subcontractors on sight, in terms of jobsite safety, material usage, installation, quality and cleanliness. Assist with these components to maintain a visually -appealing jobsite.
- ❖ Conduct initial safety training to ensure that all individuals working on site clearly understand HomeGuard's safety practices and are committed to their execution.
- ❖ Provide subcontractors with project details and hold them accountable for adhering to those details.
- ❖ Maintain regular contact with subcontractors and internal staff as each project progresses.
- ❖ Reference product installation manuals for proper installation. Reference the IRC and municipality specific amendments to ensure all requirements are met or exceeded.
- ❖ Document the details of each jobsite with photographs to upload into company's CRM.

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 with a bonus structure incentive.
- ❖ 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
Production Manager
HomeGuard Roofing & Restoration
(720) 708-4126
chrism@homeguardroof.com