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# Example of Construction Assistant Job Description

Our growing company is looking to fill the role of construction assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for construction assistant

* Review contract paperwork submitted by sales department to include review of change orders, structural selections, diagrams, color packages, plot plan order forms
* Assistance with monthly customer and subcontractor invoicing
* Coordinate, schedule, and inspect all trades and phases of residential construction activity under the direction of the Construction Manager
* Communicate and enforce safety, swppp, jobsite cleanup, Meritage quality, and scope of work standards to subcontractors and their workers
* Walk each home twice daily, monitor construction progress, and verify material deliveries as necessary
* Coordinate, schedule, and accompany city, utility, and third party inspectors
* Conduct multiple pre and post closing orientations and interactions with buyers, including assessing, scheduling, performing, and supervising warranty repairs
* Prepare punch lists at various phases of construction, manage subcontractors to complete work items, and perform and supervise preparation and detail work as needed prior to completion of home construction
* Work with the Construction Manager, Area Construction Manager, Customer Care (Warranty) Department, and Sales Associates as a team to maximize subcontractor efficiency, maintain strong City relationships, meet schedules, satisfy Buyers, and deliver a high quality home
* Coordinate, schedule, and inspect all trades and phases of residential construction activity under the direction of the Construction Manager

## Qualifications for construction assistant

* Excellent organizational skills with attention to detail necessary
* Ability to manage multiple priorities by effectively planning and organizing workload
* Display a high level of professionalism, confidentiality and support
* A BS/BA degree Engineering,Construction Management or related field
* One (1) year minimum of experience in customer care, homebuilding or residential
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