



Job Title:	Assistant to the Production Manager	Position Type:	Full Time, Non-Exempt
Department:	Production	Company Vehicle Required?	Yes
Salary Range:	\$30,000- \$35,000	Hire Date:	
HR Contact:	Melanie Hoobler	Termination Date:	

Job Description

ROLE AND RESPONSIBILITIES

The Assistant to the Production Manager will provide aid in administrative tasks, transportation deliveries, and developing an efficient job management system.

- Manage time effectively
- Schedule power washing
- Order, pick up, and deliver necessary materials to job sites
- Take inventory of materials used for jobs
- Log receipts and invoices into appropriate system
- Serves customers by answering questions, forwarding messages, confirming customer orders, and keeping customers informed on project status
- Assist in collecting all forms of payments from customers
- Represent company externally
- Review operations and confer with Production Manager

EDUCATION REQUIREMENTS

- Must be at least 18 years of age and provide a valid Driver’s License
- Intermediate understanding of Microsoft Office products (i.e. Word, Excel, Outlook, etc..)
- Experience with using a computer application to manage large amounts of information, including editing simple databases, inputting data, retrieving specific records, and creating reports to communicate information

PREFERRED SKILLS AND QUALIFICATIONS

- Maintain M&E Painting’s culture of high performance and commitment to quality
- Display exceptional customer service with all clients
- Display excellent organizational, time management, and problem-solving skills
- Ability to work accurately and meet deadlines with frequent interruptions
- Ability to assess the performance of yourself and other individuals to make improvements
- Display effective written and verbal communication skills with all team members and clients
- Display accountability for all actions
- Display strong interpersonal skills and the ability to work with a variety of personalities



- Self-starter; Be able to work with little direction
- Ability to balance multiple tasks with frequent interruptions
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Excellent organizational skills with relation to maintaining all customer documents throughout process including but not limited to: receipts, contracts, and notes
- Able-bodied to climb ladders
- Ability to hold 10+ lbs. above head
- Ability to regularly lift 20+ lbs.
- Bachelor’s Degree in Construction Management

ADDITIONAL NOTES

- Flexible schedule during peak season (May-September)
- Maintain the company vehicle organization and cleanliness
- Comfortable talking on the phone regularly

Employee Signature:		Date:	
Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	