



Construction Assistant

Reports to: Project Manager

Company Overview:

Founded in 2014, Emem Group is a Milwaukee-based design build real estate firm specializing in residential architecture, construction management and real estate development services.

Position Overview:

The Project Assistant will assist the Project Manager with management of residential construction projects including sending correspondences, inventory and material handling and general laborer work. The Project Assistant will take an active role throughout the entire design and construction process to assist the Project Manager ensure that a high-quality product is delivered to the client – on time and within budget.

ESSENTIAL DUTIES:

- Assist Project Manager coordinate construction activities.
- Perform miscellaneous general laborer tasks at the directive of the Project Manager.
- Assist in project planning including ordering and scheduling material deliveries.
- Collaborate and meet with internal teams and external vendors as needed.
- Perform minor repairs, punch list items and other minor field work.
- Occasionally inspect work in process and completed work.
- Travel to project sites and interact with customers, vendors, and subcontractors.

BASIC QUALIFICATIONS

- High School Diploma or senior year of High School
- Valid Driver's License
- Clean driving record
- Strong experience using business software such as MS Office and AutoCAD

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skills and abilities required.

- General knowledge of residential building components, techniques, and systems
- General knowledge of residential design and construction standards
- Can read blueprints, take measurements accurately and assist with design layout
- Able to read and develop construction drawings using AutoCAD, Revit and/or SketchUp software
- Able to efficiently use Microsoft Office (Word, Excel, Outlook, Project)
- Well organized, internally motivated and detail oriented
- Effective communicator with various types of stakeholders
- Knowledgeable of construction products and suppliers
- Must quickly be able to develop relationships and build trust with all customers and vendors

Physical Demands

Physical demands include the ability to lift up to 50 pounds. The employee will be regularly required to sit; stand; walk; reach using feet, legs, back, arms and hands; talk and hear. The employee may





occasionally be required to climb. The employee will be required to work at a personal computer and talk on the phone for extended periods of time. Must possess the ability to detect auditory and/or visual alarms and be available to work extended/flexible hours and weekends, as needed.

Attendance/Travel

This position is a part-time hourly position with the possibility of becoming a full-time salaried position. This position requires the availability to work some nights, and weekends. This position also requires regular attendance and active participation/planning at all company functions and events.

Learning and Development

Maintain a commitment to ongoing professional development and career growth.

Equal Opportunity Employment

Emem Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization*