

# PRODUCTION ASSISTANT

Are you looking for a rewarding career with one of the leading homebuilders in the St. Louis area?

## OVERVIEW

The Production Assistant is a vital role in ensuring that the construction of the home goes smoothly and that our community appearances are kept looking great. This role is one of the hardest working on our team and are willing to help as needed wherever that may be.

*This is a Full-Time position: Monday - Friday*

## WHY ROLWES?



Health & Dental Insurance



401K Profit Sharing



Paid Vacation



Quick Hiring Process

## ESSENTIAL JOB FUNCTIONS

- Ensure that job sites are presentable and uncluttered.
- Follow safety guidelines and address any concerns immediately to prevent accidents.
- Review and complete all punch list items in a timely manner.
- Document all deliveries to the jobsites.
- Use effective time management techniques to schedule and complete daily tasks.
- Ensure Model and Market homes are well maintained, repairs completed quickly, and always secured.
- Communicate effectively with Project Manager or Production Supervisor regarding daily tasks and status of outstanding items.
- Support and train coworkers as necessary to assist them in increasing knowledge, skills, and competency.
- Monitor and evaluate construction materials and expenses ensuring cost control methods are used.
- Ensure all homes under construction are secured, thermostats are set to company guidelines, and lights are turned off at the end of each day.
- Assists team members with service requests and develop the ability to make cost-effective decisions that benefit our homeowners.
- Promote a team environment by developing and nurturing strong relationships with team members, other departments, and external partners to ensure the successful delivery of every home.
- Identify and recommend improvements to our processes which will allow better customer experience.
- Develop and nurture trade partner relations to ensure open communication and feedback as necessary.

## KEY ATTRIBUTES

- Great Attitude
- Friendly
- Organized
- Time Management
- Follow Up and Control
- Physical Strength
- Endurance
- Good Communication

## COMPANY ATTRIBUTES

- Honesty
- Integrity
- Team Atmosphere
- Hard Working
- Dedicated
- Goal Oriented
- Results Driven



**ROLWES**  
Co.

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*Rolwes Company is an equal opportunity employer.*