

# Production Assistant

The Production Assistant position is needed to help the Production Team ensure jobs are completed on time and with care and quality. The skills needed to best fit this role include: excellent customer service, ability to juggle multiple tasks, attention to detail, a great driving record, and the ability to lift and load heavy items like lumber, concrete, and decking boards, etc.

Job duties are as follows:

- Pickup will call material items from various suppliers
- Ensure will call materials are the correct materials to be picked up
- Deliver materials to job sites as needed
- Pickup return items from job sites and process returns at appropriate supplier
- Assist with job site cleanup as needed
- Assist with tracking production progress by taking job site photos
- Help maintain cleanliness and organization of the warehouse
- Perform one-off tasks to assist with the flow of production as requested
- Assist other Fletcher Construction staff members when production tasks are slow
- Drive company vehicle with caution, care, and respect
- Maintain cleanliness of company vehicle