

# Arizona Washroom Partitions

---

4849 South 36<sup>th</sup> Street • Phoenix, AZ 85040 • AZ Lic. ROC177163 • Phone 602-437-8036 • Fax 602-437-5791

## Construction Office & Warehouse Assistant

Small, commercial subcontractor experiencing strong growth opportunities seeks a highly motivated individual with construction and material handling experience. The ideal candidate will take on broad responsibilities assisting with estimating, project management, and daily operations. In this position, you will be actively involved in a variety of activities including the following:

- Communicating with customers and assessing their needs
- Project take-offs from plans and specifications
- Quotes/estimates to be submitted to customers
- Involvement with all aspects of project coordination from planning to execution
- Preparing orders for installation or customer pick up

### Personal Requirements:

- A reliable self-starter
- Strong focus and high attention to detail
- Ability to prioritize activities and work efficiently
- Excellent interpersonal skills with the ability to communicate verbally and in written form with co-workers and clients
- Ability to thrive in a multi-tasking work environment
- Able to lift up to 80 pounds
- Motivated to grow along with this growth-oriented company

### Experience:

- Proficiency in Microsoft Word, Outlook and Excel with ability to adapt to new software
- Experience reading construction plans and specifications
- Experience in construction take-offs, quoting/estimating, and project coordination preferred
- Experience with Division 10 – Building Specialties preferred

Please email your resume along with salary expectations and available start date to [azwash2016@yahoo.com](mailto:azwash2016@yahoo.com)

**Providing washroom partitions and accessories in Arizona for more than 40 years**