



BLOCK IRON

& Supply Company

Architectural Doors & Hardware

PROJECT ASSISTANT

Position: Full-Time, Monday – Friday, 7:30 AM to 4:30 PM

Benefits: Health Insurance, Dental Insurance, Life Insurance, Short Term Disability, Accident, Critical Illness, and 401k Plan

Duties & Responsibilities:

Creating and maintaining electronic and paper files for project information as well as archival of data. Assist Project Management Team on multiple projects and work closely with co-workers, customers, and vendors to coordinate project details. Communicate with Project Management Team to utilize best products for application, delivery and profitability. Submit samples and product data. Prepare shop drawings and review plans for changes. Communicate with customers, vendors, architects and co-workers by phone, e-mail and in person with excellent communication.

Minimum Qualifications:

High school Diploma or equivalent. Experience with CAD software and blueprint reading is a plus but not required. Strong organizational skills, capable of multitasking and ability to prioritize. Must have great accuracy and be detail-oriented. Commitment to outstanding customer service. Great work ethic with exceptional sense of urgency and able to work within strict deadlines. Interpersonal and strong communication skills are essential.

Block Iron & Supply provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I acknowledge that I have read and understand the duties of my position set forth in this job description and I am able to perform the essential functions outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any

questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that future performance reviews and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the best of my ability.

Employee's Signature

Date