



August 11, 2017

**Job Title** Commercial TI Project Assistant  
**Location** Everett, WA

### **Company Description**

Goldfinch Bros., Inc. is a family owned and operated business specializing in commercial and residential glass and glazing throughout the Puget Sound area. Based in Everett, WA since 1892, GBI is currently operating under its fifth generation leadership with the sixth generation following suit.

Our success is cultivated by an unsurpassed attention to detail from start to finish. We value our teamwork and ability to find the most innovative solutions to exceed our clients' expectations. Our level of customer service is desired within the industry and offers great opportunities with repeat clientele.

### **Position Description – What you do**

- Provide take offs from architectural interior elevations, floor plans and schedules
- Evaluate quotes for accuracy and to formulate bid for projects
- Follow up on previously submitted estimates
- Job set up for monthly billing, safety manuals and submittals
- Document management, ensure construction drawings and specifications are up to date
- Scheduling, complete a job schedule for each job and manage schedules for multiple projects
- Prepare materials for order, set up purchase orders and verify quantities
- Keep templates for projects and estimates up to date

### **Qualifications – Ideal candidates will have**

#### **Basic Job Requirements**

- Current driver's license

#### **Preferred Qualifications**

- Bachelor's degree in Construction Management or equivalent field experience
- Ability to assist with multiple responsibilities for detailed projects
- Detail oriented, organized and able to manage multiple tasks
- Basic understanding of construction and generally accepted business practices
- General construction knowledge and understanding
- Microsoft Office and web navigation skills at an intermediate level
- Demonstrates customer-centric, positive and professional attitude

### **Additional Details**

Goldfinch Bros. is an Equal Opportunity Employer and a Drug Free Workplace