

Scott Coatings is a family owned, commercial and industrial painting company located in Renton, WA. We are currently projecting continued growth for the next several years and therefore have an excellent opportunity for a career.

We are looking for the right individual to join our "family". The ideal candidate will be a hardworking, organized, detail oriented fast learner* with the ability to multi-task between numerous projects at once. This position offers a competitive salary, benefits and an opportunity for growth. Our goal is to promote from within combined with an aggressive growth plan, makes this an excellent opportunity for someone interested in eventually moving into a Project Manager, Accounting or even Estimating role. We are willing to train the right candidate.

In addition, this individual will make an impact that is felt immediately, throughout the company and to our customers. You may be the one to make this impact!

Job Summary:

Responsible for project set-up, before and after being awarded. Act as a right hand to project management with current projects, this will be done by fielding calls from customers and foreman, help with scheduling manpower, other tasks as required. Assist accounting and shop management, as needed.

Responsibilities:

- Basic project set up after award of project (building project folders, organizing project documents; plans, specs, safety docs, etc.)
- Assist with Project Management with current projects
- Other tasks as assigned

Qualifications:

- A personality fit with the rest of our office, as well as a strong willingness to succeed will be heavily weighted and over all key.
- 1 -- 3 years' experience in a construction office setting, or comparable education is preferred, but having no experience is not a deal breaker. Do you have the right personality, a willingness and motivation to learn? If so, we want you to join our team.
- Computer proficiency is a requirement with an emphasis on MS OFFICE applications, specifically Excel.
- HS diploma/GED required, 4 yr. degree is nice but not necessary.
- Ability to read architectural plans is a plus, if not we will teach you.
- Ability to understand contracts and contractual obligations is a plus, but not necessary
- Construction site experience is a plus, but not necessary
- We are a smaller office and may be expected to assist with many different tasks than those listed above.

* This is the lone requirement of our ideal candidate, everything else is negotiable. Only the candidates who fit this description will be taken into consideration.

Please attach your cover letter and resume when responding to this ad. Responses without a cover letter will not be considered. No calls please.