



JOB TITLE | Field + Materials Expeditor

REPORTS TO Project Management Team
LOCATION Carrboro, North Carolina; job sites in a 15 mile radius of Carrboro
COMPENSATION \$15-\$20/hr based on experience and review of references, paid bi-monthly.
EMPLOYMENT TYPE Part-time with potential for full-time

OBJECTIVE

J. Hoffman Studio Design + Build is a small design/ build company looking for the right person to join our team. We are currently hiring for the Expeditor position. Candidates must be local to the Carrboro/Chapel Hill area and willing to adhere to current OSHA and CDC guidelines while working in our office and on our job sites. **We strongly value inclusiveness and diversity at J. Hoffman Studio. We welcome all applicants to apply.** JHS is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, sex, sexual orientation, gender identity, national origin.

SCOPE

Scope of work is varied as all team members wear many hats. **Duties will include but are not limited to:**

EXPEDITOR SPECIFIC TASKS

1. Shop for materials with guidance from PMs
2. Safely transport materials to and from job sites
3. General clean-up of job sites
4. Completion of "punch list" type tasks as needed
5. Communicate schedule updates with client as requested by PM's
6. Keep truck, shed, and storage unit(s) clean and organized

JHS TEAM MEMBER SPECIFIC TASKS

1. Attend bi-weekly Operations Call (Monday/Thursday) as needed; frequent and consistent communication through in-person co-working and various company online platforms and software: Asana, Google Drive, Sheets, Docs, Gmail & Chats, Co-Construct.
2. Attend weekly meetings in person (Tuesdays at apm)
3. Track mileage (when not using company truck)/expenses monthly and submit for approval to the Office Manager by the 5th of each month
4. Keep all receipts for job/business expenses. Turn physical receipts in for processing daily with information about jobsite and construction categories (as it would be defined in Co Construct). Forward all electronic receipts to Office Manager as they come in.
5. Upload project photos into shared Google Photo albums weekly (minimum)
6. Complete other applicable duties as they present themselves

7. Offers and accepts regular, constructive, criticism and participates in transparent dialogue to create a welcoming, growth-oriented, productive and organized company culture
8. Adheres to all company policies as laid out in the JHS Employee Handbook

QUALIFICATIONS

1. 2+ years work experience (not specific to construction)
2. Valid Driver's License and a clean driving record and daily access to reliable transportation
3. Ability to lift 80+ lbs repeatedly throughout the day
4. Ability work outside, standing/walking, year round (all types of weather)
5. Team player who enjoys working on a tightly knit team in a fast-paced work environment
6. Flexible and interested in pivoting as needed to adapt to a small and growing company's changing needs
7. Self-motivated, detail-oriented & accountable with excellent customer-centric skills
8. Ability to maintain positive and professional decorum with team members, clients, vendors, and trade contractors
9. Comfortable using digital platforms (Google Workspace, apps for clocking in/out [Co-/Construct] and team communication [Asana], etc.)

IDEALLY (but not required)

1. Has reliable access to a truck capable of transporting 12ft lumber
2. Bilingual (Spanish)
3. OSHA 10 or equivalent safety training

BENEFITS

- Healthcare Savings account or additional monthly contribution to 401K
- Matching 401K Retirement Plan
- Profit Sharing plan
- Mileage Reimbursement Policy
- Generous Paid Time Off policy
- Access to company vehicle/truck
- Access to company tools
- Company provided PPE

To be considered for this position, please submit a cover letter and resume to office@jhoffmanstudio.com.