



YORKEE*968PR

YORK
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3517 South 13th Street; Tacoma, WA 98405
253.752.3189
Fax 253.759.6051
www.yorkenterprises.com

H. YORK ENTERPRISES LLC

Mission Statement

H York Enterprises LLC is a Residential Remodeling Organization specializing in top Client Service from initial contact. Our emphasis is on providing our clients with the best possible experience in the improvement and on-going maintenance of their personal living space, while striving to maintain the highest level of ethics and integrity.

Because we care about the community in which we live, we are also committed to giving back through our contributions annually.

POSITION - CAD INTERN (03.01.19)

The purpose of this position is to assist Estimators, Interior Designer, Production, and Clients with creating floor plan layouts, scaled drawings, elevations, renderings, site plans, and full plan sets to be presented for Sales and permitting process. In addition, to assist with office projects as requested.

Must Have

- Valid Washington State Driver's License, Current auto insurance, Current Driver's Abstract
- A working knowledge of general construction codes and requirements.
- Proficient in the use of 3D design software: Sketch Up, Chief Architect or CAD – **You will be using Chief Architect while here.**
- Computer skills with Office Suite (Excel and Word)

Office Hours

Minimum hours will be Monday – Friday; 4 hours per day TBD. Hours may be adjusted due to work load/sales appointments/staffing

JOB OUTLINE

CAD Work - Residential Remodeling

- When requested -attend initial appointments or follow-up meetings with an Estimator/Sales person to take pictures, measurements, and get a feel for the possible job. If needed- schedule follow up site visit to client's home to review details and gather additional information, as needed.



2015 State Remodeler of the Year

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- Complete requested drawings as promptly as possible and review with Estimator/sales.
- Work with the Estimator and Sales to update the Leads Sheet and Builder Trend (job tracking software)
 - Communicate and update progress with the Estimator/Sales person daily
 - Report any issues, variances, and deviations from the project plan to the Estimator
 - Assist sales in finding creative solutions.
- Create space plan drawings as required, including details for placement of fixtures, lighting, etc.
 - *Providing accurate details on all drawings is of particular importance.*
- Prepare sketches, renderings, and/or elevations if required for presentation to client
- Monitor and log hours for compliance with the Design Agreement Contract
- Log all communication and items pertaining to clients in Builder Trend
- After a contract is signed you may be asked to assist production to coordinate the submission of appropriate drawings for permit applications.

Office Assistant

As staff takes time off and/or family leave, these duties MAY be your responsibility:

- Answer telephones, schedule appointments, create estimating files, enter all events on the calendar and in Builder Trend and follow up. – *Primary*
- Create job folders, office and production.
- Create the current job lists for suppliers and YE staff.
- Print, collate and distribute time sheets.
- Request updated subcontractor paperwork.
- Assist with general filing duties.
- Assist in writing thank you notes and rejection letters.
- Office housekeeping and organization duties as needed – along with all office staff

I have reviewed and understand the responsibilities listed in this job description.

Signature_____

Date_____



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