



Rapidly growing residential developer/home builder Cascade West Development, is seeking a highly organized, motivated individual to fill the role of *Assistant Warranty Admin and Permit Liaison*.

Job responsibilities will include;

- Create and distribute permit start packages
- Prepare and purchase all new permits
- Organizing "approved" permit papers into drop box & files
- Manage project databases and permanent files
- Assist with Warranty Department in the creation and distribution of warranty requests
- 2-10 Warranty's to be done on every homeowner at closing
- Assist in doing warranty "in between" prior to warranty daily (Canyon Crest & Cascade West)
- Filing for warranty and permits
- Copying & scanning documents for the following
 - *Permits, warranty & 2-10 Warranty, Etc.
- Assist warranty on Fridays via email and phone calls with warranty - Print, file and handle warranty's.
- Update homeowner closings and add new homeowner to spread sheets.
- Set up new warranty files & get subcontractors
- Set up sales new homeowner files
- Break down of closed homeowner files
- Set up of warranty books
- Set up of warranty baskets
- Ordering supplies for warranty baskets
- Perform general clerical duties
- Perform additional duties and provide support to staff as needed and requested
- Answering multi line phones
- Taking messages for employees
- Cover for Receptionist when out of the office. Mail, front office duties, etc.

Qualifications Required:

- A minimum of 2 years Customer Service
- Strong organizational and communication skills
- Past construction experience is helpful
- Proficient knowledge of all Microsoft Office applications, Drop Box, Gmail and Word Documents.
- Ability to multitask efficiently
- Good Running Vehicle

Benefits Include:

- 401K - Please inquire
- Health and Dental Insurance
- Paid Holidays and Vacation Pay
- Job Type: Full-time

Salary:

Required experience: Depending on Experience

Please submit cover letter, resume and wage requirements to Adrienne@CascadeWest.com