

Join the Jon Witzel Team:

Project Coordinator Assistant

Jon Witzel Contracting is looking for a Project Coordinator Assistant. Responsibilities include:

- ◆ **Assisting with site measurements and client consultations**
- ◆ **Preparation of preliminary design and drafting for projects through to completion**
- ◆ **Assist with cost estimates, quotes, and quantity take-offs**
- ◆ **Assist client consultations for interior project finishes, including research and selection**
- ◆ **Knowledge of building code, construction techniques, and building sciences**
- ◆ **Interacting with clients and subcontractors daily (via phone, email, in-person)**

Experience is an asset, but we are willing to train motivated individuals. We offer a dynamic team environment with competitive wages and benefits. Please email your resume to jon@jonwitzel.com

Jon Witzel Contracting specializes in residential, commercial, and agricultural construction. Our highly-skilled and diverse team of building professionals is fully trained in the best, most up-to-date practices. Based in New Hamburg, Ontario, our work spans Oxford, Perth and Waterloo Counties and beyond.



JON WITZEL
CONTRACTING LTD.

EST 2008

519-662-4239 / jonwitzel.com /

