

PRODUCT DEVELOPMENT ASSISTANT



Exempt

Job Reports to: Construction Services Manager

Overseen by: Product Development Manager

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

Lombardo Homes is seeking a Product Development Assistant to join its team in Shelby Township, Michigan. This position is responsible for assisting Purchasing, Estimating, Sales, and Construction staff set and meet expectations for customers.

The basics

- Perform quality and detailed inspections of current and future construction plans.
- Interact professionally with purchasing agents, estimators, sales managers, construction coordinators, and tradesmen to ensure effective communication.
- Work productively with teams with diverse professional and educational backgrounds.
- Maintain productive work habits with little to no supervision.
- Acquire and administer vital information from architects, tradesmen, and upper management.

The nitty-gritty stuff

- Ensure construction drawings are accurate and free of errors.
- Redline new and existing plans to coordinate vital plan changes.
- Acquire information for sales managers, construction coordinators, architects, and tradesmen.
- Manage, document and organize important product development files and paperwork.
- Assist in the design and improvement of new and existing construction plans.
- Publish monthly plan change transmittals detailing any plan changes that have been processed
- Draw custom option requests on AutoCAD, ensuring cohesion with local building codes and customer satisfaction.
- Manage the custom option drawings to completion.
- Work closely with purchasing and estimating teams to ensure building takeoffs are adjusted to reflect plan changes.

WHAT YOU NEED

- Bachelor's degree in construction management, design, or a related discipline.
- 1-2 years of experience in construction management, project management, design, or a related field.
- Excellent organizational, communication, and interpersonal skills.
- Precise attention to detail.
- Willingness to learn.
- Ability to work productively in a fast-paced and high-stress environment.
- Computer software skills: Must be proficient in AutoCAD; Microsoft Office (Excel, Word, Outlook, Publisher, SharePoint); Ability to learn specialized management software (ex. Fieldview, Lot fit program etc.)

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, and accident insurance.