

Axis Construction – Additional Position Descriptions

Currently filled positions, but we're growing and always looking for great talent.

Position Summaries — Extended Draft

Leadership

Construction Department Leader

Leads the entire Construction Department — its people, schedules, budgets, and quality standards — to deliver every remodeling project safely, on time, on budget, and to a standard that exceeds client expectations. Oversees project managers, crew leaders, and field staff, and is responsible for the department's overall performance in client satisfaction, production quality, and team development. Builds and manages the department's annual budget, reviews project plans and estimates before they reach the field, and maintains strong relationships with architects, engineers, trade partners, and local building officials. Also owns hiring, training, and performance development for the Construction team, along with company safety standards and post-project reviews used to improve every future job.

Shared Services Department Leader

Owns the financial, administrative, technology, and people systems that keep Axis running. Leads the Shared Services Department — Accounting, Human Resources, Information Technology, Office Management, and Risk & Compliance — and is responsible for its overall strategy and performance. Sets department direction, builds and improves the systems and processes the rest of the company depends on, and removes obstacles so the team can do its best work. Also develops the department's people, ensuring Axis operates on a stable, efficient support system day in and day out.

Development Department

Project Developer

Turns a client's vision into a fully developed, ready-to-build project. Guides each job from the moment it leaves Sales through the entire Development process — coordinating design, scope of work, cost estimates, scheduling, and material selections with the Designer, Estimator, and Selections Coordinator. Acts as the connective thread between departments, making sure every detail is resolved before a project is handed off to Construction. The goal on every project: a complete package that's accurate, on schedule, and set up to meet Axis's standards for quality, profitability, and client satisfaction.

Estimator

Delivers accurate, timely cost estimates that set every project up for success. Builds the project's scope of work, budget, and specifications, then requests and evaluates proposals from trade partners and vendors to fill out the full project team. Works closely with the Project Developer and Project Manager to clarify scope, resolve gaps, and make sure every number in the estimate reflects what will actually be built. The result is a complete, dependable budget that becomes part of the Project Package handed off to Construction.

Draftsperson

Turns design intent into precise construction drawings. Using CAD software, produces the full set of plans a project needs to be built correctly — floor plans, elevations, section and detail drawings, and mechanical, electrical, and plumbing drawings. Collaborates directly with the Project Manager, salesperson, client, and design team to make sure drawings reflect what was sold and what the client expects. Accurate, complete, and on-time drawings are the foundation every trade and crew works from, so precision and attention to detail matter on every set.

Selections Coordinator

Helps clients bring their vision to life by guiding the many small decisions that shape a finished project. Works directly with clients to present material and finish options, connecting inspiration to real products, and coordinates with the Designer on mood boards that bring a project's look and feel into focus. Partners with the Estimator to keep selections aligned with budget allowances and quantities, and documents every decision accurately so nothing gets lost between design and construction. The role sits at the intersection of creativity and organization — equal parts trusted advisor and meticulous record-keeper.

Development Assistant

An entry-level role built to give someone a full view of how a remodeling project comes together. Provides flexible support across estimating, design, drafting, and selections — pitching in wherever the Development team needs help, on a project-by-project or task-by-task basis. Works closely with the Project Developer, Estimator, Designer, Draftsperson, and Selections Coordinator, learning each function from the inside. It's designed as a growth path: the skills and relationships built here open the door to a specialized role within the Development Department.

Construction Department

Project Manager

Manages assigned remodeling projects from handoff through completion — directing crew leaders, carpenters, and trade partners on-site every day. Accountable for keeping each project safe, on schedule, on budget, and true to its design intent and construction drawings, with clear communication to the client throughout. Reviews plans, estimates, and scopes of work before production starts, tracks a project's financial status as it progresses, and conducts regular site inspections to confirm quality and safety standards are being met. Also plays a role in developing crew members, running post-project reviews, and applying lessons learned to the next job.

Crew Leader

Leads on-site construction crews and owns the day-to-day execution of assigned projects. Directs Axis carpenters and crew members, manages materials and daily job progress, and keeps a detailed job log of activities, issues, and client communications. Works in close coordination with the Project Manager to keep clients informed on schedule, change orders, and any issues that come up along the way. The standard for the role is simple but demanding: quality work, on schedule, with no rework, every time.

Crew Member

Performs safe, quality craftsmanship on the job site under the direction of the Project Manager, Crew Leader, or Carpenter. Handles general labor and basic carpentry — layout, cutting, fastening, installing, and measuring — along with material deliveries, site cleanup, and equipment upkeep. Attends pre-construction and crew meetings to stay familiar with each job's scope and specifications, and follows safety standards on every site. It's a hands-on entry point into the trade, with real opportunity to build carpentry skills and grow into roles like Carpenter or Crew Leader.

Sales & Marketing

Salesperson

Sells profitable work that fuels the company's growth. Attracts and guides prospective clients through the entire sales process — from first conversation to signed commitment — while helping them understand what a remodel with Axis really looks like. Works closely with the Development Department to make sure each sold project is realistic in scope and sets the client up for a smooth transition into design and construction. Stays involved beyond the signature, supporting the client relationship through development and into construction to protect the sale and the client's experience.

Sales Assistant

Keeps the sales engine running smoothly. First point of contact for new prospects — answering calls, responding to inquiries, and keeping lead and client information accurate and current in the company's project management system. Handles the details that keep the sales-to-development handoff clean, from project file checklists to client "thank you" gifts and satisfaction surveys. Also lends support to office administration and marketing efforts, making this a great foot-in-the-door role for someone who wants broad exposure to how the company runs.

Marketing Department Manager

Owens the company's marketing strategy and promotes Axis Construction to generate a steady stream of quality leads. Develops and executes strategy across the website, social media, CRM systems, and internal and external branding, shaping how Axis shows up to clients and the community. Builds strategic relationships and community engagement that create awareness and trust well before a prospect ever picks up the phone. In short: the role is responsible for making Axis both a stronger business and a more recognized name in the market.

Marketing Department Assistant

Helps attract quality leads into the sales funnel by supporting the execution of the company's marketing strategy. Assists with website maintenance, social media engagement, CRM upkeep, and branding efforts that shape how Axis is seen by potential clients. Also supports community outreach and relationship-building activities designed to create awareness and trust in the market. A great role for someone who wants hands-on marketing experience across a wide range of channels.

Shared Services

Shared Services Manager

Executes the daily operations that keep Axis financially and organizationally stable. Combines the full scope of accounting and office management into one role — handling payroll, accounts payable and receivable, budgeting, and financial reporting alongside office administration, HR support, and IT coordination. Priorities shift with the business cycle, so the role requires flexibility and a working knowledge of nearly every department's operational needs. It's a key part of the company's operational backbone, translating strategy from the Shared Services Department Leader into day-to-day execution.

Office Manager

Keeps company operations healthy and efficient by managing the administration of the Shared Services Department. Runs the day-to-day of the office — greeting guests, coordinating company-wide communications and scheduling, managing supplies and facilities, and overseeing filing systems — while also hiring and training direct reports. Provides support to Accounting and to the Marketing and Sales teams as needed, making this a genuinely cross-departmental role. If something needs to run smoothly behind the scenes at Axis, there's a good chance it touches this position.

Bookkeeper

Keeps Axis's finances accurate, complete, and on time. Manages the day-to-day accounting operations — accounts payable, accounts receivable, payroll, and budgeting — and produces the financial and job-costing reports leadership relies on to make decisions. Handles monthly, quarterly, and year-end close processes, works closely with the company's CPA on tax preparation and audits, and helps maintain the financial controls that keep the business on solid footing. It's a role built for someone who's precise, trustworthy with confidential information, and comfortable being the numbers person the whole company depends on.

Shared Services Assistant

Supports the systems that keep Axis running behind the scenes, with a hand in nearly every operational function of the company. Provides accounting support — data entry, invoice coding, and assistance with financial reports and close procedures — alongside office administration tasks like scheduling, supplies, and filing. Also lends support to Marketing and Sales lead intake and helps maintain insurance and compliance documentation, including vehicle and driver records. It's a broad, varied role suited to someone who's organized, adaptable, and enjoys learning how a whole company operates.