**JOB DESCRIPTION FOR ASSISTANT IN NATIONAL DIVISION**

Call on dumpster rentals for quotes for various national jobs.

Call on storage pod rentals for various national jobs.

Call on forklift and carpet pole rentals for various national jobs.

Assist with filing on the national jobs.

Helping prepare payroll reports for various national jobs, when the need exists.

Preparing Mastercard sheets to help out with the PCs, when the need exists.

Helping prepare subcontracts, when needed and following up with the subs for the return of the signed contracts to us.

Finding new installers to work nationally with us.

Put new files together with tabs.