



**Job Opening for  
Punch-Out Technician  
Construction and Development – Richmond, VA**

***Qualifications & Abilities***

The ideal candidate will possess the following qualities:

- High school diploma or equivalent
- Experience as a handyman - Proficient with the use of hand tools to perform minor home repairs, carpentry, trim work and installations.
- 3-5 years of related experience, or a suitable combination of education and experience.
- Exposure to computers a plus to include Microsoft Office Suite
- Problem solving and communication skills
- Customer Service
- Team player

***Areas of Responsibility***

The Punch-Out Technician is responsible for preparing residential units for delivery and will support the superintendent as needed. Punch lists will be provided to the Punch-Out Technician by the Construction Department which may include drywall and paint touch-ups, caulking, hardware repair, etc. The Punch-Out Technician will work alongside the Construction Superintendent and Purchaser during the inspection phase of the construction process.

The above is a brief outline of job duties and is not intended to be all-inclusive. A detailed position description will be provided.

**If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes to Tiffany Previs, Human Resources Department by Tuesday, November 27<sup>th</sup>, 2018 at the following address, email, or fax number:**

**Gumenick Properties  
Attn: Tiffany Previs  
4901 Libbie Mill East Boulevard  
Suite 200  
Richmond, VA 23230**

**Fax#: (804) 521-5360  
Email: [tprevis@gumprop.com](mailto:tprevis@gumprop.com)**