

OMNI Construction LLC and Top Roof WNY

<http://www.pickomni.com>

We are actively growing and looking to hire for two positions in our construction and roofing business serving primarily Orleans, Genesee, and Erie Counties:

1. **Construction Crew Members** (Skilled and Entry-Level)
 - Skilled: \$22+ per hour
 - Entry-Level: \$18+ per hour Full-time & seasonal positions available.
2. **Part-Time Construction Office Administrator** (with strong potential to become Full-Time)
 - Starting pay: \$20 per hour
 - Hybrid / some remote work possible after training.

We are a local woman-owned company specializing in roofing, storm damage restoration, siding, and energy-efficient home renovations. We value dependable, hardworking team members and offer steady local work using advanced thermal tools.

****NOW HIRING: Part-Time Construction Admin Assistant (Potential for Full-Time)**

OMNI Construction LLC / Top Roof WNY – Albion / Batavia, NY

We are looking for a reliable, organized **Part-Time Administrative Assistant** to support our growing roofing, restoration, and home renovation business in Western New York. **This position starts part-time but has strong potential to grow into a full-time role.**

Applicants must have the availability and capability to transition to full-time work as the company continues to expand.

This role is perfect for someone detail-oriented, tech-comfortable, and who enjoys helping a small local team run smoothly.

Key Responsibilities:

- Schedule jobs, appointments, and crew assignments
- Answer phones, respond to customer inquiries, and manage email
- Prepare estimates, invoices, and basic project paperwork
- Bookkeeping
- Assist with marketing tasks (social media, Google reviews, yard signs, etc.)
- File permits, track warranties, and maintain organized records
- General office support and occasional errands

Hours: Starts part-time (15–25 hours per week) with flexible scheduling. **Some work can be done remotely** after training. **Must be able to transition to full-time hours** when the position becomes available.

Location:**Office based in Albion, NY**

Primarily supporting projects in **Orleans, Genesee, and Erie Counties**. Hybrid option available for qualified candidates.

What We're Looking For:

- Strong computer skills (Google Workspace, basic Excel/Google Sheets; familiarity with Jobber or similar a big plus)
- Excellent communication and customer service skills
- Highly organized with strong attention to detail
- **Construction trade knowledge strongly preferred**
- Construction or office admin experience preferred but not required
- Must have reliable transportation and live in/near Orleans, Genesee, or Erie County
- Full-time availability and flexibility for future growth

Compensation: Starting pay **\$20 per hour**, with increases based on experience and performance.

Ready to join a growing woman-owned WNY company focused on quality and energy-efficient homes?

How to Apply: Send your resume and a short note telling us why you'd be a great fit to: contact@pickomni.com Or call/text: **585-201-8464**

Serious applicants only.

*****WE'RE HIRING CONSTRUCTION CREW MEMBERS – Orleans, Genesee & Erie Counties*****

Full-Time & Seasonal Positions Available Skilled Trades & Motivated Entry-Level Welcome

OMNI Construction LLC and Top Roof WNY are growing fast and need reliable team members for roofing, siding, decks, home repairs, and energy-efficient renovations.

Pay Rates:

- **Skilled Construction Crew:** \$22+ per hour depending on experience
- **Entry-Level Construction Crew:** \$18+ per hour

We are looking for:

- **Skilled Crew Members** – Experience in roofing, carpentry, siding, framing, drywall, or finish work preferred
- **Entry-Level Crew Members** – No experience? We'll train hardworking, dependable people who want to learn the trades and grow with us

What We Offer:

- Competitive pay that reflects skill level and experience (with raises for proven performers)
- Steady work **mainly in Orleans, Genesee, and Erie Counties** (with occasional travel to nearby areas for larger jobs)
- Opportunity to work with advanced tools (thermal drones, FLIR cameras etc)
- Growth potential in local company focused on energy-efficient and storm-resilient homes
- Tool allowances, safety training, and possible benefits for full-time staff

Requirements:

- Valid driver's license and reliable transportation preferred
- Ability to work outdoors in all weather and lift 50+ lbs
- Dependable, safety-minded, and able to take direction
- For skilled roles: tools and prior construction experience strongly preferred

Ready to join a growing WNY team that values hard work and community?

Serious applicants only.

How to Apply: Email: contact@pickomni.com **Call or Text:** 585-201-8464 Include a brief note about your experience (or desire to learn) and availability.

Primarily serving Orleans, Genesee, and Erie Counties (with travel). OMNI Construction LLC / Top Roof WNY is based in the Albion/Batavia area.