

Position Description

Title: Tile Installation Assistant
Date: May 20, 2025
Supervisor: Tile Installation Supervisor
Location: Olympia, WA



Job Summary:

Responsible for assisting the tile setters at job sites. Unloads materials, carries out orders as needed, and cleans up job sites.

Primary Responsibilities:

- Load and unload materials at job site.
- Measure and cut tile according to as needed.
- Mix adhesives as necessary.
- Apply thinset to walls, and floors.
- Utilize tools such as hammers, chisels, trowels, putty knives, power grinders, and polishers.
- Apply base of mortar to floor.
- Mix grout and apply as directed.
- Smooth and polish edges with polisher.
- Cutting and fastening underlayment/wall board as needed.
- Clean up job site.

Requirements & Criteria:

- Serve as a representative of Orca Tile and Stone. As such, always communicates professionally whether it be with other team members or clients we work with. As a representative of Orca Tile and Stone, must maintain a professional and clean appearance. Proper attire found in Employee Manual.
- Eagerness to learn the tile installation trade and to apply learned skills.
- Self-motivated, results oriented, able to function independently within set parameters and can also work well with others as a team.
- Reliable and punctual with a strong work ethic.
- Pays attention to detail and has excellent organizational and communication skills.
- Ability to exercise discretion with confidential information. Refers all client questions to the lead Tile setter.
- Ability to work with tile industry equipment, tools, and materials. Ability to lift 60 lbs., read a tape measure, and be able to use basic construction tools.
- Willingly accepts assignments and completes them thoroughly and on time.
- Follows proper work and safety protocols.
- Have a reliable mobile phone.
- Have reliable transportation, a current driver's license, and current vehicle insurance.

Additional Information:

While the position has the potential to become full-time quickly, the assistant will start out by working 20-30 hours per week. Starting pay will be \$18/hour (or more depending on experience) with increases based on your performance. Health insurance and other benefits are currently not available, but we're currently looking into small group insurance options. Background check required.