

Position: Installation Coordinator

Job Description

The Installation Coordinator will report directly to the Director of Sales Operations and will work with sales and operations teams to oversee all aspects of project installations.

This individual will be involved with strategic planning, scheduling and coordinating complex furniture installation through the use of internal operational resources.

Key Areas of Responsibility

- Schedule pre-installation surveys, Installations and field service visits by operations team
- Track incoming freight and materials for work orders
- Ensure safety protocols are followed, documented and cataloged
- Maintain a file of safety meetings with staff per OSHA requirements, and document them in file
- Provide workflow projections, for staffing based on sales backlog
- Assist with interviewing, hiring and training staff
- Coordinate employee staffing, job assignments, etc.
- Oversee the vehicle fleet maintenance and record keeping
- Oversee subcontractors, building working relationships and understand their core competency for best scheduling
- Work with warehouse manager to inspect incoming materials, and be sure they are staged and stored for installations
- Coordinate the return of goods to the manufacturer when items are damaged
- Assist warehouse manager to keep warehouse organized and clean
- Assist warehouse manager and installation leads to recycle and adhere to company “green” business protocol
- Assist with recruitment of subcontractors for installations as needed
- Assist with securing temporary labor for short-term work assignments, using temporary job placement agencies and local schools

Additional Duties (to include but not limited to):

- Complete all paperwork needed for installation
- Coordination of punch list items, returns and manufacturer warranty issue
- Communication with all relevant staff concerning all aspects of projects

Job Type: Full-time

Compensation

Pay: \$30.00 per hour

Full-time, required to work in an office, Monday – Friday 8 – 4:30

Benefits:

The company offers a generous benefits package to full time employees, including sick and vacation time, medical and dental, as well as a 401K plan with employer matching.

It is our policy to provide equal employment opportunities and the Company will not unlawfully consider any factors of race, religion, age, creed, national origin, gender, disability, sexual orientation, veteran status, genetic information or any and all other unlawful biases regarding federal, state or local laws with regard to workers or applicants

