



Installation Supervisor

Summary

Responsible for supervising and assisting with the efficient installation and reconfiguration of systems furniture at client facilities, while ensuring timely completion of the work and a high degree of customer satisfaction.

Essential Duties and Responsibilities

- Coordinate and supervise the efficient installation and reconfiguration of systems furniture at client facilities;
- Assist installers with loading and unloading product from installation trucks and handling product shipped directly to clients; check off product received against receiving paperwork to ensure all product is received;
- Resolve problems that arise during installations, such as adjustments to the initial plan or other client concerns relating to installation;
- Report all damages, product shortages and design problems to the Project Manager throughout the installation;
- Monitor and report product overages and shortages throughout the project;
- Inventory multiple brands of product;
- Inspect installation with the Buyer, making any required final adjustments to ensure client satisfaction
- Thoroughly complete the CAF, punch-list and change orders on all installs; and
- Complete timesheets accurately and fax them in daily.

Position Requirements

- Strongly prefer experience installing systems furniture, especially working with major manufacturers' products
- Must have at least 2-4 years' supervisory experience including a proven track record of successfully leading small crews of 8-12 installers, while ensuring installation quality and safety, and managing labor hours against a budget (experience leading similar crews in a comparable environment may be substituted)
- Must have a strong ability to read and interpret project plans and specifications
- Interpersonal skills and professional demeanor to interact effectively with clients, occasionally under trying circumstances
- Ability to routinely lift product in excess of 50 pounds
- Good driving record and experience driving and delivering valuable product
- Ability to work irregular hours and extended shifts
- Demonstrated commitment to providing the highest level of customer service

Please submit resumes to sanderson@wrgtexas.com.