

INSTALLATION COORDINATOR

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Installation Services	COMPENSATION	Hourly
POSITION TYPE	Full-Time	TRAVEL	Minimal
REPORTS TO	Installation Manager	CONTACT	Chuck Radabaugh

We are looking to employ an Installation Coordinator to join our in-house installation services team. The Installation Coordinator position is an entry level opportunity for someone to learn and grow within the commercial furniture industry. The primary responsibility of the Installation Coordinator is assisting the Installation Manager with workload and data entry.

To ensure success, the ideal candidate should display excellent organizational skills, good time-management skills, and the ability to multi-task in a fast-paced environment. A top candidate should be proficient in basic math and computer skills, showing they are willing and able to learn and apply estimating strategies. The candidate should be able to work well with others, demonstrating good communication skills.

ROLES & RESPONSIBILITIES:

- Read floor plans and understand scope of work to collect quotes
- Read specifications in order to communicate product intent when collecting quotes
- Collect different quotes from subcontractors, vendors and suppliers
- Formulate installation estimates based on labor rates, logistic fees and fuel rates
- Review and assess cost estimates
- Assist installation manager with scheduling install jobs
- Data entry related to: hour logs

QUALIFICATIONS & EDUCATION:

- Must have a high school diploma or equivalent
- Punctual, presentable, and organized
- Commercial Driver's License a plus
- Must be self-motivated, quick learner, professional attitude
- Basic understanding of Microsoft Office Suite
- Strong problem-solving abilities
- Ability to use basic hand tools such as: drill, screwdriver, tape-measure

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.