

Job Description

JOB TITLE	Driver / Lead Furniture Installer
CLASSIFICATION	Non-Exempt
REPORTS TO	Furniture Logistics Manager

POSITION PURPOSE

Oversees and coordinates all aspects of office furniture delivery, and installation.

DUTIES AND RESPONSILITIES

1. Maintain open lines of communication with the team and the furniture logistics manager.
2. Ensure maximum productivity levels are maintained by all installers in the field
3. Deliver/install office furniture/components as requested by customer
4. Assist with unloading trailers when new product arrives.
5. Report all damages and issues to the furniture logistics manager.
6. Interact patiently and effectively with customers.
7. Communicate and maintain relationships with sales reps.
8. Set an example for the install team by arriving to work in a timely manner.
9. Create a positive team environment for the furniture install team.
10. Other duties as directed.

NOTE: This job description is meant to serve as a guideline for the general tasks of position. Other tasks and responsibilities may also be required as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Proven ability to work effectively in a team environment with associates.
- Must have ability to assemble various types of furniture and drive a 26' box truck.
- Must be able to satisfactorily repair various types of furniture.