



CAREER OPPORTUNITY

Job Title:	Furniture Installer
Department:	Field Services
Reports To:	Senior Field Services Manager
FLSA Status:	Non-Exempt

Position Summary: This position is responsible for the installation, and service of workspace furniture and related products. The goal of their role is to provide:

- Review project with lead installer and/or project manager
- Understand scope of work and plan for compelling project

Why Work at iSpace Environments?

We're an inclusive and dynamic group of Professionals with Personality. Our set of six Core Values keep us on track to help our clients and partners achieve the best in work and learning environments. iSpace Environments is an agile company, born on the philosophy that people will carve their own path and it's our job to support them. Below are the six core values that our team embodies:

1. **EXCELLENCE:** We challenge our ideas so that the result is thoughtful & extraordinary.
2. **INTEGRITY:** Dependability, empathy, and honesty define our relationships both internally and externally
3. **EXPERTISE:** We continue to refine our skills to always be relevant & resourceful
4. **CREATIVITY:** We commit to being imaginative, inventive and authentic in solutions
5. **WORK ETHIC:** We recognize that one choice impacts another in projects & within our environment
6. **FUN:** We value a culture that is positive, fresh and collaborative

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently assist with unloading furniture and delivering to client's office.
- Properly and safely assemble furniture per plan.
- Operate safely, be aware of hazardous conditions, report all unsafe conditions to manager; wear personal protective equipment when operating power tools
- Communicate with customers to inform, build trust and confidence, resolve issues, and enhance their overall experience.

You're Pretty Great at These Things: To perform the job successfully, an individual should demonstrate the following.

CUSTOMER SERVICE – Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ADAPTABILITY – Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

ATTENDANCE & PUNCTUALITY – Is consistently at work and on time. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.

DEPENDABILITY – Follows instructions, responds to management direction, and takes responsibility for own actions. Commits to long hours of work when necessary to reach goals. Completes tasks on time and notifies appropriate person with an alternate plan.

QUALITY – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

SAFETY & SECURITY – Observes safety and security procedures; Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.

You've Got the Creds: (Requirements)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- High School Diploma and three to five years of installation or field service experience in the commercial furniture industry or related field.

COMPUTER SKILLS:

- Basic computer entry and ability to use other devices such as an iPad.

CERTIFICATIONS:

- Acquire training course to become certified installation technician.

OTHER SKILLS:

- Strong mechanical abilities; proficient at working with power tools, equipment and assembly of components.
- Communicates effectively with management, employees, vendors, and customers.
- Excellent service and teamwork skills; shows respect when dealing with customers and team members.
- Always display a positive and open mind with respect to the job duties required for the position.
- Looks for ways to consistently improve processes, procedure, efficiency and quality.
- Strong attention to detail; able to complete work both accurately and efficiently.
- Applies sound judgement and creative problem-solving skills to resolve work issues.
- Demonstrate a strong commitment to quality service and results.
- Results-oriented with proven ability to organize, plan, and prioritize work to meet deadlines.



Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Equal Employment Opportunity Employer

iSpace is an equal opportunity, affirmative action, and veteran-friendly employer. iSpace recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply. We will make reasonable accommodations to all qualified applicants with disabilities.

Benefits:

1. Medical Benefits
2. Dental & vision insurance
3. 401K with a 50% employer match on the first 6%
4. Section 125 plan
5. 15 days of Paid Time Off effective 90 days after employment
6. 8 paid holidays

Please direct inquiries and submit resume at careers@ispaceenvironments.com