

JOB description

Job Title:	Installation Project Coordinator
Department:	Operations
Reports To:	VP of Operations
FLSA Status:	Non-exempt
Salary Range	\$70,000 - \$75,000

Position Summary:

The Installation Project Coordinator is responsible for estimating labor requirements for office furniture installation projects. This position supports the Field Services team by scheduling resources on the installation calendar and maintaining accurate project documentation including scope of work, work orders, and project drawings such as floor plans and elevations. This role requires collaboration with Sales, Project Management, and Field Services to ensure effective execution and client satisfaction.

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.

1. Resource Coordinator Specific Responsibilities:

- Estimate labor hours and resources required for office furniture installation projects.
- Collaborate with Sales and Project Management to evaluate project scope and site conditions.
- Maintain and update installation scheduling calendar.
- Update payroll software with project information and labor requirements.
- Coordinate resource allocation for installation projects.
- Prepare and distribute field documentation including scope of work, work orders, and floor plans.
- Update Project Management software with project documentation.
- Support project kickoff meetings and pre-install coordination with field teams.
- Assist in developing and improving estimation tools and processes.
- Monitor project schedules and adjust labor forecasts as needed.
- Ensure all project documentation is complete and accessible to field teams.
- Communicate regularly with field leads and installers to gather feedback and ensure alignment.
- Schedule and facilitate project close out Milestone meetings.
- Update project folders with all project documentation.
- Identify and build a sub-contractor network with companies that hold the same values as iSpace that we can partner with locally and across the nation.
- Coordinate the receipt of closeout documentation from subcontractors upon project completion.

2. Serve as a Steward of iSpace Core Values and Brand:

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone.
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other.

- We Are **OWNERS**: We are 100% employee owned. We think and act like owners, making every decision count for our collective success.

3. Other duties as needed to meet business needs.

Competencies: To perform the job successfully, an individual should demonstrate the following:

- **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.
- **Change Management** – Builds commitment and overcomes resistance. Communicates change effectively. Develops workable implementation plans. Monitors transition and evaluates results. Prepares and supports those affected by change.
- **Cost Consciousness** - Conserves organizational resources. Contributes to profits and revenue. Develops and implements cost saving measures. Works within approved budget.
- **Planning and Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.
- **Quality Management** – Fosters quality focus in others. Improves processes, products and services. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.

Qualifications: 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 required; associate's or bachelor's degree in project management, construction management, or a related field preferred. Minimum of 3 years of experience in commercial furniture installation or a related field, with a strong background in resource coordination and project planning.

Computer Skills:

Proficient in Microsoft Office including Word, Excel and PowerPoint. Additional ERP/CRM systems as intended or implemented.

Other Skills and Requirements:

- Demonstrated ability to estimate labor needs and costs.
- Experience coordinating with field crews, designers, and project managers.
- Strong documentation and organizational skills.
- Comfort working in a fast-paced, deadline-driven environment.
- Flexible, adaptable, and open to others' ideas.
- Strong critical thinking/problem solving skills.
- Strong troubleshooting and decision-making skills.
- Ability to conduct a thorough site visit.
- Ability to document a high level of detail.
- High-level understanding of resource management and scheduling.

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: 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 50 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.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date

iSPACE environments is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, status with regard to public assistance, or any other basis under law.