

Installation Foreman

General Job Description: Plans and manages on-site installations to ensure timely completion, high quality of service and cost effective management of dealer labor and installation resources. Functions as installation manager with budget, quality, personnel, technical, customer and administrative responsibility for each supervised project.

Duties and Responsibilities:

A. Personal and Interpersonal Skills

- Help train and develop lead men and installers. Instill Intereum's service philosophy and core values throughout the installation group
- Is comfortable and professional with crew, customers and dealership personnel; professional in appearance and in social interaction with others
- Has physical strength and stamina required to lift and move furniture, boxes and equipment, often in excess of 50 lbs
- Has excellent oral and written communication skills and maintains a positive attitude
- Provides strong leadership and has full respect of crews
- Has strong work ethic and very ethical approach to the business. Is punctual and self-motivated and has the ability to work irregular hours and extended shifts including overnight, out of town assignments

B. Technical and Product Skills

- Has good understanding of contract furniture scope of work including account servicing, design and order preparation, order management, factory interface, delivery & installation and project management
- Understands interior design and construction processes; can read construction and furniture drawings and blueprints
- Is mechanically adept and has excellent installation technical abilities; proficient with tools and equipment; excellent at custom applications; finished installations are of high quality
- Is extremely product knowledgeable, across all lines of furniture carried by dealership; can figure out installation of new lines through analysis and extrapolation

- Can specify product, using full product nomenclature; understands correct product application and use; can do small layouts and reconfigurations without relying on designers or sales staff
- Is fully knowledgeable of electricity, electrical hookups to building power, data and voice cabling, basic furniture codes, and other technical installation issues

C. Responsibility and Decision-Making Skills

- Accepts accountability for project success—cost, completion, schedule adherence, punch-list, customer satisfaction, job site appearance and cleanliness etc.
- Acts as part of the Operation Division management team; assists in developing and implementing Division procedures, work practices, standards of performance, etc.; understands Division economics and cost accounting; takes strong role in the development of installation personnel
- Is capable of reacting to varying project/field conditions and able to make decisions to solve problems and changes in the scope of work

D. Administrative Skills

- Maintains detailed and complete administrative records of installation project work, including time sheets, receiving documentation, change orders, product returns, etc.
- Communicates, and documents in writing, project status, problems and punch-list to dispatch, sales personnel and sales support, and to project management personnel

E. Project and Installation Management Skills

- Can plan, organize and effectively direct a large crew of installers on small to large projects (up to crews of 25 or more)
- Can supervise and project manage large and/or complex installation projects (100 plus workstations, complex reconfigurations, etc.)
- Strong crew leader who sets daily performance/result expectations, and has the respect of his/her crew



- Has excellent material handling and logistic skills; practices efficient material handling on, and off, site
- Can analyze and develop detailed work plans and price quotations for installation projects
- Conducts comprehensive site reviews, pre-installation meetings and reviews, and participates in construction/project meetings as representative of dealer. Reviews work order documentation the day before the scheduled installation
- Manages project completion through final close-out, including punch-list resolution and final project/service invoicing
- Comfortable driving a 24' straight or cube truck and can do so safely
- Maintain good driving record and follows all DOT rules and regulations

To apply for this position, please email resume to Penny Rosson, Human Resources Coordinator at prosson@intereum.com.

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