ABOUT INTEREUM

WHO WE ARE: Intereum is Minnesota’s only Certified Herman Miller workplace environment specialist. We create inspiring spaces to work, learn, and heal. Intereum is a full-service resource that implements solutions in commercial furnishings and audio-visual technology. Transforming spaces from ordinary to extraordinary, Intereum sees things others can’t see and utilizes tools others don’t have. With business acumen, a rich culture, and an integrated process, Intereum has grown to become a top regional choice for office renovation, reconfiguration, and completely new office environments.

OUR PURPOSE: Delivering environments that inspire work, learning, and healing

OUR CORE VALUES:
• Positive, Can-Do Attitude
• Quality Driven Throughout
• Do the Right Thing
• Continuous Improvement
• Responsive
• Plays Well with Others

JOB DESCRIPTION

JOB TITLE: Installer
ACCOUNTABILITY AREA: Operations

ACCOUNTABILITIES:
• Safety
• Profitability
• Continuous Learning and Skill Development
• Customer Relations

WHAT YOU’LL BE DOING
• Performs efficient installation and assembly of office furniture within clients’ facilities, including systems furniture, case goods, accessories, wall-hung units, etc.
• Responsible for timely completion of the work with a high level of workmanship and a high degree of customer satisfaction.
• Loads and unloads product from delivery trucks and product from trailers shipped directly to clients.
• Performs site cleanup, remove all cartons and packaging, and ensures a high degree of customer satisfaction with the finished appearance of the site.
• Maintain a “positive” and cooperative “can do” attitude especially during problem resolution and difficult situations.
• Maintain a neat, clean, professional appearance by being properly uniformed and groomed.
• At the end of each day’s use, clean and ready all vehicles, tools and equipment for the next day’s use.
• Perform other duties as assigned.

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REVISION DATE: 03.15.2018

WHAT YOU SHOULD HAVE:

- Is professional in appearance and in manners
- Has good oral and written communication skills
- Has strong customer service attitude and manner; communicates easily and clearly; is polite and cordial in all customer interactions
- Is highly responsive to the customer's request
- Understands customer satisfaction focus of the installation team and consistently meets or exceeds the customers’ expectations
- Ability to work in a team environment
- Is comfortable and capable of driving a 24’ straight or cube truck and can do so safely
- Maintains a good driving record and follows all DOT rules and regulations
- Has physical strength and stamina required to lift and move furniture, boxes and equipment, often more than 50 pounds
- Ability to understand and interpret installation drawings and installation instruction sheets.
- Ability to properly understand and complete service orders, change orders, delivery tickets and return authorizations.
- Strong work ethic and very ethical approach to the business; is punctual and self-motivated
- Mechanically adept and knows how to safely use tools and equipment
- Understands and can learn basic installation processes: unloading, loading, staging, uncartoning, panel assembly, component assembly, cleanup and detailing, lock installations, etc.
- Can learn to assemble, fine-tune and detail panels, components, casegoods, seating, filing, tables, etc.
- Ability to work irregular hours and extended shifts, including any overnight out of town assignments
- Interpersonal skills and professional demeanor to interact effectively with a wide range of clients, occasionally under trying circumstances.
- Demonstrated commitment to providing to highest level of customer service and satisfaction.

WHAT WE BRING TO THE TABLE:

- A State-of-the-Art Facility with plenty of free parking, incredible technology throughout, great coffee and tea options, and a multitude of work spaces at your disposal
- Use the EOS (Entrepreneurial Operating System) methodology to provide tools to help individuals and teams achieve goals, growth, and improvement.
- Quarterly All Company Meetings – Breakfast Included!
- Paid Holidays
- Paid Time Off 90 days after date of hire
- Paid Parental Leave
- Medical and Dental Benefits
- Seasonal Onsite Flu Shot Clinic
- Long Term Disability and Life Insurance Employer Paid
- 401K with Employer Matching Dollars
- Community Service opportunities twice a year
- Company social hours, beverages and food included!
- Ability to use your talents and strengths to make a positive impact

Intereum is a drug-free workplace. Candidates are required to pass a drug test before beginning employment. Intereum is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, sexual orientation, veteran status, or marital status. Notice: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.