

Lead Furniture Installer

Seattle | WA

Who We Are

At Interior Office Solutions, we're bold, we're innovative, and we work with amazing furniture and even better people. We give customers the best experience we can, and we do it in a way that helps our employees grow, succeed, and have fun.

What You'll Do

This position works on job sites and in the Company warehouse. Duties include loading, delivery and installation of orders according to specific requirements. Additional responsibilities include completing paperwork and making minor field repairs. This position represents the Company to the client and oversees a crew on the work-site including maintaining all safety protocols and installation / construction process. Occasional travel may be required.

Installation

- Verify quantity and item specifics with Purchase Order / Receiving List
- Install all components of orders including furniture, office systems, shelves, etc.
- Inspect everything for damages / defects and report immediately

On-site Supervision

- Provide on-site supervision of crew involved in the project and monitor quality of work
- Supervise the job site to meet or exceed all safety requirements
- Conduct regular safety and project meetings with the crew and installation manager
- Ensure product inventories and equipment are properly coordinated to maximize site hours

Lead

- Interface with all departments as well as client representatives, architects, general contractors and other professionals to ensure clear understanding of project requirements and the successful completion of each project
- Analyze current process / procedures and recommend improvements
- Reports to Service Team



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Qualifications and Skills

- High School Diploma / GED
- Ability to frequently lift 50+ pounds
- Knowledge of office furniture systems
- Ability to read and interpret floor plans
- Experience in a trade / construction role
- Extremely organized and time management skills
- Ability to collaborate and work independently with minimal guidance
- Flexible to work nights / weekends with frequently changing priorities and deadlines
- Effectively communicate with employees in the field, our clients and contractors

PAY BASED ON EXPERIENCE

IT'S NOT JUST ABOUT FURNITURE.

Working for Interior Office Solutions means inspiring leadership, amazing resources, and great culture

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To apply, email a resume and cover letter to:



tkoehler@iosinc.net

If we see a fit, we'll reach out within a week. We know applying takes time. Thank you in advance for yours.

