



**Title:** Furniture Installer (Systems Furniture)

**Job Location:** Needed in each branch – Atlanta, Medley, Orlando

**Employment Type:** Regular Full-Time

### **Position Summary:**

Responsible for the daily activities related to the installation of commercial office furniture, case goods, wall systems, seating, moving and associated activities. Duties may also include delivery, assembly, installation, repair and service of commercial office furniture case-goods, system furniture, floor to ceiling, modular, seating and other systems. The furniture installer reports directly to Scheduling Supervisor and Operations Manager.

### **Responsibilities:**

- Take job-site direction from Lead Installer to install contract systems furniture in a timely fashion
- Must be qualified in reading construction and CAD installation blueprints, and capable of field measuring a worksite in preparation for installation
- Unload systems furniture orders from truck, deliver and stage product at the customer's site for installation
- Complete furniture assembly/installation as per installation specifications and blueprints to meet customer's satisfaction; inspects furniture for proper operability according to manufacturer's guidelines
- Must understand contract furniture systems electrical requirements for building hook-ups and be able to identify electrical distribution requirements on installation blueprints
- Install all types of free-standing furniture, panel and modular systems including placement, leveling, wipe-down, and touch-up of metal and wood furniture at customer's location
- Attend pre-installation meetings as required
- Follows all safety procedures in the performance of job duties; observe and enforce local, state, and federal OSHA and
- D.O.T. safety rules and regulations; follows safe work behaviors, and promptly corrects conditions and unsafe behaviors which may lead to accidents
- May be required to unload incoming furniture trucks using material handling equipment (i.e., dollies, panel carts, pallet jack)
- May be required to load transactional furniture orders onto truck and deliver product to customer; complete furniture assembly/installation as per installation specifications to meet customer satisfaction; inspects furniture for proper operability according to manufacturer's guidelines
- May be required maintain an efficient two-day turn-around on all furniture repair service calls, and complete all required furniture service/repair paperwork.
- May be required to unload incoming furniture trucks using material handling equipment (i.e., dollies, panel carts, pallet jack)



### Requirements:

High school diploma or general education degree (GED) required

- Minimum of two (2) years' experience as a contract furniture installer with additional experience desired in installing several contract furniture systems (i.e. Hon, Teknion, Knoll, Hayworth, Herman Miller, Steelcase, etc.)
- Experience in using hand and electrical tools to assemble furniture
- Must have a valid driver's license
- Must have reliable transportation to get to and from work.
- Ability to lift, push or pull equipment/merchandise weighing between 70 pounds and 100 pounds
- Ability to read and speak the English language sufficient to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records
- Good knowledge of Dade, Broward and Palm Beach counties.
- Prior experience with hand truck/dolly type equipment; on-the-job training for pallet jack and OSHA training for stand-up lift is required
- Good communication skills, both verbal and written
- Ability to read and construction blueprints and CAD installation drawings
- Must have all tools required for all types of commercial office furniture installation.
- Demonstrated competence related to writing installation project and problem reports
- Ability to apply common sense to carry out instructions furnished in written and oral form
- Excellent customer service skills, conducting customer contact in a professional and courteous manner

### Furniture Installer Physical Demands:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work requires physical effort and use of motor skills requiring manual dexterity. While performing the duties of this job the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, crawl, push/pull, or balance weight for extended periods of time. The employee must frequently lift, push or pull equipment/merchandise weighing between 70 pounds and 100 pounds. With mechanical assistance, employee will occasionally move up to 300 pounds. Regularly operate material handling equipment that requires manual dexterity and use of lightweight tools requiring some coordinated movements. Activities include using four wheel dollies, panel carts, hand truck, or pallet jack to move furniture; and all tools required to assemble, install or repair furniture.

### Application Instructions:

Please send your resume and a cover letter to [info@wegmangrp.com](mailto:info@wegmangrp.com)

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