



Installation Manager, Furniture

Department: Furniture Operations | **Location** 2501 Blake Street, Denver, CO 80205

Reports to: Director of Furniture Operations

FLSA Status: Full-time, Exempt | **Salary Range:** \$45,000-\$74,500

Effective Date: 8/9/2021

About elements:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Job Summary:

As a key member of the Furniture project team, the Installation Manager (IM) is solely responsible for management of all aspects of the installation activities for projects. Through proactive planning, organization, communication, and implementation the IM will deliver an amazing client experience and an unprecedented level of project execution excellence. Plan, coordinates and oversees all tasks, critical dates, client and third-party interface and relations, performance quality, customer satisfaction, budget and project administration for each assigned project.

Essential Functions

- Weekly internal project team meetings providing updates to all project’s status, scheduling and labor requirements
- Attend “box walk” with Architectural & Design firm, General Contractor and Project Manager
- Participate in weekly OAC meetings (external)- maintain detailed project documentation, including documentation of key decisions and customer/project requests/revisions relevant to **elements**
- Reviews customer installation/service requirements, and drawing/specification information, to understand the complete scope of services requested
- Works with subcontractors to develop detailed written labor estimates that include total man-hours, breakdown of hours by installation tasks, miscellaneous hours (warehouse, delivery, trash runs, etc.), hours by phase if required (costs other than) labor



- Gets “daily” (morning) updates with pictures (from Contractors) sent forward to the internal project team to then send forward to the customer by the Account Executive
- Ensures field paperwork is complete, and is received with 48 hours after install is complete
- Several weeks prior to the install date, develops work plan, schedule and logistics based on overall project parameters, project schedule, scope, and customer’s requirements
- Determines with subcontractor all special equipment, vehicle, and project requirements (special elevator scheduling, building security requirements, etc.)
- Must be on-site Day One of installation project
- Supervises site installation, including performance of work, installation administration and timeliness of task completion
- Coordinates with client and all third-party firms (A&D firm, contractor, cabling vendor, building manager, electrician and other trades, client’s facility and IT groups, movers, etc.)
- Helps Priority Services determine if the punch is billable to the Manufacturer/GC/Inhouse
- Manages all final project close-out requirements, including client signoffs, etc.
- Supports project close out meeting to reflect on lessons learned, best practices and overall client satisfaction without effort.

Required Skills/Abilities

- Excellent written and oral communication skills
- A strong knowledge of all aspects of office furniture product & installation processes preferred.
- Successful in acting as the liaison between the project team, installation partners, and most importantly our clients, to consistently deliver service excellence

Education and Experience

- Microsoft Office- Microsoft Word, Excel, and Outlook
- Familiarity with project management software solutions
- Minimum of 3 years of project management experience
- Associate Degree preferred
- The ideal candidate would have excellent communication skills, over 3 years of successful project management and experience working for or with an office furniture distributor

Work Environment

This is primarily an in the field position.



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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 40 hours.

Travel

Travel to site installation required

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Benefits & Perks

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs



- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities
- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegeator / Wine in our Centralized Downtown Location