



**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.

**Summary of Position:**

Delivers and installs projects of all sizes, small or large, on own or with necessary installation crew. Works with Field service representative (IM) and Operations department on furniture project planning and execution. Plans, coordinates, oversees tasks, critical dates, client and third-party interface and relations, performance quality and customer satisfaction, project administration for each assigned project. Has a strong knowledge of all aspects of installation, relocation and contract furniture supervision.

**Job Responsibilities Include but not Limited to:**

- Interfaces with sales personnel, sales assistants and technical staff.
- Acts as liaison to Operation scheduler and Field service representative’s regarding installation analyses, installation pre-planning and Work Order packet information completeness and clarity.
- Meets with customers regarding installation requirements and up-coming projects, in conjunction with sales personnel.
- Provides professional customer interface and client relations throughout project.
- Is responsible for obtaining customer signoffs, approvals and formal paperwork.
- Understand the complete scope of services requested.
- Analyzes a broad scope of installation issues that impact cost and labor efficiency: drawings & specifications, product assembly issues, site/receiving/staging conditions, schedule/time frame requested or allotted, third part interfacing, technical issues, and contract administration/management.  
Works with subcontractors to develop detailed written labor estimates that include total man-hours, breakdown of hours by installation task, miscellaneous hours (warehouse, delivery, trash runs, etc.), hours by phase if required, costs other than labor, and so on.
- Works with sales personnel and sales support to ensure that project schedules are communicated to the scheduler and that strong attempts are



made to coordinate customer requirements with efficient installation scheduling.

- Develops and details special requirements for the installation/service work orders to ensure clarity for the subcontractor leadman.
- Coordinates with subcontractor all special equipment, vehicle and project requirements (special elevator scheduling, building security requirements, etc.)
- Develops work plan, schedule and logistics based on overall project parameters, project schedule, scope, and customer's goals to insure on time delivery and installation.
- Provides technical consultation to customer and customer's team.
- May be responsible for attending construction meetings or project meetings and maintaining detailed project documentation, including documentation of key decisions and customer /project request/revisions.
- Provides timely communications throughout project to client, dealer and project team as needed.
- General review of project site, install plans and specifications for accuracy and correct product application.
- Coordinates with customer service for order entry notes and product delivery scheduling.

**Installation/Work Order Packets:**

- Works with IMs to follow-up on packets that require additional clarity, information, packet elements, etc.
- Installs and supervises site installation, including performance of work, installation administration and timeliness of task completion.
- Ensures field paperwork is complete and delivered in a timely manner.
- Provides daily updates and photos to Field service representatives.

**Punch & Project Close-Out:**

- Walks project and develops punch list on own or with priority services.
- Confirms project completion.

**Environment:**

- Driving to and from elements job sites including Lockheed Martin
- Loading and unloading trucks
- Standing throughout the day
- Ability to lift 50 pounds on your own throughout the day
- Customer locations
- Constructions sites



**This position is:** Full-time/Non-exempt.

**Salary Range:** \$21.60-\$28.80 per hour

**Experience/Requirements:**

- Furniture experience is preferred but not required.
- Must pass MVR check.
- Furniture Installation experience
- High attention to detail
- Positive attitude
- Excellent oral and written communication skills
- Strong problem-solving skills
- Strong work ethics
- Team player

**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 Kegeerator/wine in our centralized downtown location