



# Job Description

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**Job Title:** Part-Time Furniture Assembler and Installer

**Department:** Service

**Reports to:** Branch Service Manager

**FLSA Status:** Non -Exempt: 8 hours per week and/or as needed

## **Summary:**

In this role, you will be responsible for loading and unloading the truck, installing office furniture according to the directions you receive, and assembling items on-site. You will also help prep the job site and clean up after the installation is complete.

## **Essential Duties and Responsibilities:**

- Assemble and install office furniture
- Responsible for loading and unloading customer's furniture in and out of the business location without damage
- Perform quality control of receipts, proper chain of custody and inspections before and after deliveries
- Fit, install and secure material on frames, using hand tools, power tools, glue, cement, and staples and organize parts for assembly
- Clean work area daily; maintain safety procedures
- Move and re- design office stations and cubicles per customer's needs and requests
- Prepare and create mockup stations for showrooms and sales
- Load and unload office furniture on delivery truck
- Prep and clean up the job site
- Maintain a safe and clean workspace

## **Physical Requirements:**

- Must be able to carry at least 30 to 50 lbs.
- Job will require bending, squatting, kneeling, pushing/pulling and moving/lifting various office furniture and tools
- Driving company vehicle to customer locations

## **Qualifications:**

- High school diploma or GED certificate
- Familiarity with basic hand tools
- Ability to follow directions
- Physical strength to perform heavy lifting
- Mechanical skills



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To perform this job successfully, an individual must have a good driving record. Must have three years of license driving experience. Must have the ability to communicate orally or verbally with employees, vendors and customers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.