

## Soft Surface Installation Manager

DeSitter Flooring is an award winning 3<sup>rd</sup> generation family owned business founded in 1920. It's our company vision to build relationships for generations by enhancing people's lives where they live, work and play. We are looking for a Soft Surface Manager candidate to join our growing team. The individual should demonstrate strong leadership skills and the ability to be forward thinking, a great team player and the willingness to pursue excellence.

This position reports directly to the Operations Manager and works in conjunction with the Hard Surface Manager, Customer Service and the Warehouse Assistant Manger. The Installation Manager is responsible for the overall management of the soft surface process.

### **ESSENTIAL FUNCTIONS:**

- Leading, Managing and Holding people Accountable (LMA)
- Managing the contract installers (fielding installation questions and quality)
- Managing the Lead Fabricator (in house binding/serging and site troubleshooting)
- Scheduling installations and Assigning the crews to specific jobs
- Generating and reviewing work orders and picking tickets
- Verifying the completion of installations
- Approving installer pay

### **MINIMUM ELIGIBILITY REQUIREMENTS:**

- At least three (3 ) years of Supervisory experience
- Experience reading carpet diagrams and block diagrams is required
- Strong Organizational and Communication skills
- Strong Computer skills
- RFMS experience preferred

We provide a competitive salary with full benefits to include health insurance, paid vacation and 401K (w/ company match). We are searching for someone who wants to have a long career with us as we continue to grow our business.

DeSitter Flooring takes great pride in providing a “five star” experience to our customers from start to finish. Our success comes from the help of our talented people and the core values we instill throughout our organization.