

Office Furniture Installer

GLT Total Office

Lakeland, FL 33803

GLT Total Office in Lakeland Florida is currently seeking qualified candidates for our Office Furniture Installer positions. We are seeking experienced office installation professionals with an emphasis on a familiarity with Steelcase products. GLT Total Office has been serving the Central Florida region for over 40 years as a full service office supply and business furniture dealer, able to supply any full functioning office environment including break room and janitorial supplies. As a Certified Steelcase Dealer we service a variety of accounts large and small. All of our employees serve as customer service representatives, and the Office Furniture Installer is on the front line in representing GLT to our customers and as such must be very customer service oriented as well.

Typical Job Functions

- Perform receiving, delivery, assembly, disassembly, and moving of office systems and contract furniture
- Understand proper loading, packing, and unloading of delivery trucks
- Installation of wall attachments such as whiteboards, wall channels, and brackets
- Maintain high quality client experience with a variety of people
- Accurately complete and submit required paperwork such as timesheets, merchandise return forms, delivery paperwork, and job reports in a timely manner
- Recommend solutions to improvise and redesign on job site, or customize in order to get the job completed
- Provide backup assistance for all warehouse duties upon occasion (including fork lift operation)
- Safe operation of company delivery trucks (25 ft) and delivery vans

Minimum Qualifications- Required

- Quick to learn furniture design and construction for a variety of product lines
- Solid communication and customer service skills
- Ability to follow instructions and adhere to department and company policies and procedure
- Meet established guidelines and take direction from supervisors, leads, and project managers
- Mindfulness about safety in the work environment
- Basic understanding of manual and power hand tools
- Valid driver's license in the state of Florida
- Ability to drive company vehicles, including up to 25 ft. box trucks
- Flexible with work schedule and locations; necessary overtime as required

Preferred Skills/ Qualifications

- Previous office furniture installation, construction, moving, manufacturing, engineering, or other related experiences
- Experience with and understanding blue prints, elevations, typicals, and specifications
- Ownership of basic tools
- Previous experiences with Steelcase products (Steelcase certification a plus)
- People or installation site management experience
- Refurbishment, upholstery, or furniture painting experience
- OSHA or other related safety training

Education, Training, or Certifications

- *High School Diploma, GED, or Equivalent*

Physical Demands

- *The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions_*
- The associate is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. **The associate must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.** Specific vision abilities required by this job include color vision

Compensation

- \$15 – 18\$/hr based on experience

To apply please respond with your qualifications to:

GLT Total Office
2929 S Combee Rd
Lakeland, FL 33813

(863)686-1799