**Position:**

Construction Field Services Engineer/ Scheduler

**Qualifications:**

* Must be 18 years of age
* Construction/ Manufacturing Experience: 1 year experience preferred, but we will train the right person
* Education: 2 Year Degree/ Certification or equivalent experience in the relevant field.
* Valid Driver’s License
* Solid Transportation and prompt
* Must have excellent communication skills, both written and verbal
* Working knowledge of MS Office (Word, Excel, PowerPoint, Outlook) is required
* Must be an extremely organized, thorough and detail oriented.
* Position requires an energetic, positive attitude
* Must demonstrate a healthy collaborative attitude and work well in a team environment.
* Experience with casework and/or custom millwork a major plus

**Principal Duties / Responsibilities**

* Assist and support project management and production teams, administering field services
* Responsible for scheduling/ coordinating installation and delivery teams
* Guide and support installation and delivery personnel
* Day-to-day planning of field employees and delivery driver schedules
* Organize, uphold and track planned project hours and log progress of installation
* Handle inventory for field products and tools
* Prioritize project and installation team needs
* Participate in workload and production meetings
* Keep detailed documentation of project inventory, product and company tools
* Constantly communicate with inhouse production, project management and customer teams
* Lead initiatives that enhance the quality of services and streamlined project delivery
* Implements and supports the development of scheduling standards and procedures
* Manage challenging project schedules in a fast-paced environment
* Communicate in a professional manner with all employees and clients
* Identify problems and help improve processes
* Demonstrated problem-solving and decision-making capabilities
* Experience developing and managing Project Plans, preparing Timelines/Critical Path, and Coordinating with Production
* Maintain a clean, neat, professional appearance at all times
* Manage multiple projects and crews simultaneously and effectively
* Use company software to generate reports and schedules
* Represent the company in a professional manner at all times

**We Offer:**

* Competitive Compensation
* Company Paid Health, Vision & Dental
* Company Paid Life Insurance
* Paid Sick Leave
* Paid Vacation and Holidays
* 401K
* A relaxed yet professional environment

**Shift/ Location:**

* Full Time
* Weekdays 8-hour shift
* Potential overtime, based on business needs
* Report to one office (no remote working)

Spectrum Woodworking is an Equal Opportunity Employer