



## **Installer**

**Miles Treaster Associates (MTA) seeks an Installer to be responsible for the timely completion of client projects with a high level of workmanship and a high degree of customer satisfaction.**

The ideal candidate performs efficient installation and assembly of office furniture within clients' facilities, including systems furniture, case goods, accessories, wall-hung units, etc.

### **A. Personal and Interpersonal Skills:**

- Ability to understand and carry-out directions from leads and field supervisors.
- Professional in appearance and in manners.
- Excellent oral and written communication skills.
- Physical strength and stamina required to lift and move furniture, boxes, and equipment, often in excess of 50 lbs.
- Strong work ethic and very ethical approach to the business; is punctual and self-motivated; can work irregular hours and extended shifts, including any overnight out of town assignments.

### **B. Technical and Product Skills:**

- Mechanically adept and knows how to safely use tools and equipment.
- Understands basic installation processes: unloading, loading, staging, unboxing, panel assembly, component assembly, cleanup, and detailing, lock installation, etc.
- Knows how to assemble, fine-tune, and detail panels, electrical parts, components, case goods, seating, filing, tables, etc.
- Can read plans, blueprints, and elevations, and understands architectural and furniture symbols.
- Capable and efficient in the assembly of furniture, resulting in quality workmanship.
- Knowledgeable of products across most major manufacturers; understands most product specifications and descriptions; can identify basic finishes, colors, and fabrics; knows correct application and assembly for products; and knows how to make most mechanical adjustments (drawers, slides, etc.).
- Understands basic electricity and systems furniture electrical component installation.

### **C. Responsibility and Decision-Making Skills:**

- Takes ownership for assignment results and details—follows through to assignment's finish.
- Can react to varying project/field conditions and able to make decisions to solve problems and changes in the scope of work.
- Is responsible for other's property, including client's building, equipment, and furniture; is responsible for the dealership's tools, equipment, and vehicles, by keeping them clean and in proper working order.

### **D. Administrative Skills:**

- Understands and follows through with consistent and accurate paperwork—receiving documentation, detailed time sheets, client signoffs, punch list items, change orders, product return forms, inventory check-out, etc.

- Paperwork is neat, clear, intelligible, and complete, and done in a timely manner daily.
- Communicates task status and problems to field supervisors/lead man and dispatcher in a timely and clear manner from the jobsite.

#### **E. Other Technical Skills:**

- Comfortable and capable of driving a 24' straight or cube truck and can do so safely.
- Maintains a good driving record and follows all DOT rules and regulations.
- Understands furniture material handling and logistical processes.
- Can receive and document receipt of product in a thorough and accurate manner.

#### **F. Customer Focus:**

- Strong customer service attitude and manner; communicates easily and clearly; is polite and cordial in all customer interactions.
- Highly responsive to the customer's request.
- Understands customer satisfaction focus of the installation team and consistently meets or exceeds the customers' expectation.

To apply, send a cover letter and resume to [jhilton@mtaoffice.com](mailto:jhilton@mtaoffice.com). **No phone calls, please.**

Named on the by the Sacramento Business Journal's list of "Best Places to Work in 2020 and 2021, MTA offers competitive compensation based on experience with comprehensive benefits, including medical, dental, and vision insurance. You'll also become an employee-owner through our Employee Stock Ownership Plan (ESOP) and earn shares in the company after completing one year of service.

#### **About Miles Treaster Associates (MTA):**

A full-service firm, MTA elevates environments to work, learn, heal, and play and inspires people to be their best—naturally. Our inspired commercial spaces are featured in many of Northern California's most noted locations, including SMF Terminal B, Golden 1 Center, SAFE Credit Union Convention Center, and dozens more. Featuring more than 200 of the best contract furnishings brands, MTA is Sacramento's Miller Knoll Certified Dealer and modern design connection. Proudly women-led since 1992, employee-owned since 2006, and listed on the Sacramento Business Journal's "Best Places to Work" in 2020 and 2021.

*MTA job descriptions are not employment agreements or contracts. Management has the exclusive right to alter a job description at any time without notice. MTA is a drug-free workplace. Candidates are required to pass a drug test before beginning employment. MTA is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, sexual orientation, veteran status, or marital status.*