

**About H+K**

H+K International is a leading global supplier of stainless-steel kitchen equipment to the foodservice industry with a long-established reputation for quality products, precision manufacturing, and exceptional customer service.

**Summary**

The Installation Coordinator I will support the Installation Manager/Department to ensure the company is supported by a professional, well-trained team of installers that deliver excellent customer service in the product category assigned.

**Essential Functions:**

Executes plan of installation of new stores and remodel projects from inception to completion by performing the following duties:

- Assist with the continuous development and formalization of all installation procedures and processes
- Coordinate and schedule new store and remodel work
- Coordinate sub-trades, project-specific
- Coordinate travel arrangements of installers
- On-site follow up as required
- The support training program of all new installer team members
- Engage in recruiting of subcontract installation companies
- Verification of subcontractor skillset /quality of workmanship
- Ensure H+K installers have currently updated safety certificates
- Tracking of installation shop supplies and tools
- Coordinate with logistic team members
- Maintain control of equipment returns/reported deficiencies
- Coordinate with H+K Market Managers on various ongoing projects
- Maximize all billable hours, minimizing downtime
- Support tracking of installation profitability
- Demonstrates a sense of urgency and decisiveness as appropriate
- Ability to manage and hold accountable sub-contractors to **H+K** standards
- Ability to work as a team with support departments outside of the branch
- Miscellaneous duties as requested by management

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education, Knowledge and Experience Requirement**

Minimum education requirement of a High School Diploma; and two years related experience and/or training; or equivalent combination of education and experience.