

MBA Home Building and Remodeling Show - Job Posting

**Company Name: GEIS BUILDING PRODUCTS**

**Job Title: INSTALLATION MANAGER**

---

Pay range (optional):

---

Start AS SOON AS AVAILABLE

---

Company Website: WWW.GEISDOORS.COM

---

Contact for job posting: SAM DUNLAP  
262-784-4250  
SAM@GEISBLDG.COM

---

Job description and information:

- chedule daily install crews (complete timesheets)
- initially: Res doors – 6 – 10 installers
- omm doors – 2 crews
- Eventually: Shelving –
  
- mmunicate with builders and retail customers
- eep up with online builder schedules
- Work with Service mgr to maximize efficiency & customer service
  
- ason between office and warehouse
  
- ventory control – Accuracy on finished work orders
- eekly inventory
- ull CHI load each Monday
- onitor upcoming builder jobs
  
- mplete job follow through (includes awareness of priority jobs, incoming purchase order items, lift rentals, special job requirements and heduling service calls to complete jobs.)
  
- mputer entry of job related transactions
- abor
- stall dates
- hanges to original order
- dditional work required (RTF)
- tatus complete
  
- aintain vehicle maintenance schedule
  
- SC PROJECTS –as help is needed and time allows