



## **Position: Installation Scheduler**

Join a team with a 30+ year commitment to offering first-quality materials, competitive prices, and unmatched service.

Nonn's Kitchen Bath and Flooring is currently seeking an **Installation Scheduler** to join our team in the Milwaukee area. We are looking for an ambitious, intelligent, and motivated Installation Scheduler to work on projects including Kitchen, Bath, and Flooring product installation. You must be able to work independently with attention to detail. Our environment is fast moving and very demanding.

### **Responsibilities of Installation Scheduler:**

- Schedule hard surface flooring installers as required through the utilization of the companywide computerized scheduling program.
- Communicating and coordinating with installers, clients, builders, sales staff, warehouse staff to complete projects efficiently.
- Call back customers in a timely manner.
- Maintain a professional office environment and work space.
- Assist in training employees as required.
- Follow all company policies and procedures including Safety regulations.
- Other duties as assigned.

### **Qualifications/Personal Attributes Required of the Installation Scheduler:**

- Past Installation knowledge.
- Ability to read and comprehend simple instructions, short correspondences and memos.
- Ability to prioritize and multi-task.
- Ability to react quickly and effectively in unexpected installation situations.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to identify variances from the norm. Ability to calculate multiples of units of measure and convert units of measure.
- Ability to be personable in customer interaction scenarios.
- Willingness to take initiative and calculated risks
- Excellent problem solving skills.

Nonn's Flooring was founded over 30 years ago, and over that time, we've become the largest independent retailer of flooring in Wisconsin. Since then, we've added counter tops, cabinets and appliances to our selection of products, making us the first stop for Wisconsinites looking to create the home interior of their dreams.

Nonn's Flooring, Inc. is an Equal Opportunity/Affirmative Action Employer.

Keyword Search: Installation, Granite, Schedule, Counter Tops, Install, Flooring