



Job Title:	Deck Project Coordinator	Job Category:	Office
Department:	Deck Department	Required Commitment:	2 years
Hours:	Monday-Friday, 7:00 AM-4:00 PM	Position Type:	Full-time
HR Contact:	Sara Hurst	Date posted:	06/01/2021
Will Train Applicant(s):	Experience preferred	Posting Expires:	TBD
Location:	32 Route 41, Gap, Pennsylvania		
Applications Accepted By:			
Fax or Email: (610) 593-6023 or sara@integrous.com Subject Line: RE: Deck Project Coordinator		Mail: Sara Hurst Integrous 32 Route 41, Gap, PA 17527	
Job Description			
<p>Roles and Responsibilities</p> <p>Coordinate the many details involved with building decks to facilitate an exceptional customer experience. Provide administrative support with drawings, permits, etc. to the deck sales and installation teams to promote smooth processes, increase overall capacity, and prepare for the continued expansion of the department.</p> <p>Specific responsibilities include the following:</p> <ul style="list-style-type: none"> • Complete permit applications and submit for deck installations • Create 3D renderings and structural drawings for use as sales and building tools • Order materials and coordinating delivery; support crews onsite with material needs • Schedule upcoming jobs with customers, taking into account their needs and wishes, as well as the availability of materials, staff, and company resources. <p>Essential Job-Related Requirements</p> <ul style="list-style-type: none"> • Proficient computer and communication skills; special attention to detail • Willingness to lead others and further develop leadership skills • Year-round commitment to roles and responsibilities • Readiness to make decisions based on the good of the team; willingness to flex, when needed • Exceptional customer service: patience, the gift of working with people, the ability to build relationships • Good time-management skills, self-motivation, an exceptional work ethic, adaptability • A positive attitude, excellent character; exemplary in caring for people and supporting company policies <p>Preferred Skills and Experience</p> <ul style="list-style-type: none"> • Understanding of structural framing concepts • Experience with permitting, working with townships/municipalities • Knowledge of current deck codes • Sales/estimating in the deck industry • Customer service • Structural and 3D drawings and designs 			
Approved By:	Jason Hurst & Delmar Stoltzfoos	Date:	03/15/2021
Last Updated By:	Sara Hurst	Date:	06/03/2021