



IDP GROUP is growing and we are looking for the right people to fit with our culture and our excellent team! We strongly believe in a team approach focused on our Core Values of Excellence, Accountability, and Integrity are looking for people who value these as well.

IDP GROUP is experiencing tremendous growth and is currently looking for 2 full time **SUPERVISOR** positions to join our dynamic team and help us reach our new vision. Become a member of our team to deliver and assemble high quality work environments and solutions that meets our delight our customers.

Key Job Responsibilities:

- Lead installation team onsite to complete project objectives.
- Ensures all furniture products/ systems are installed efficiently, on-time, as per installation drawings, delivering a service that exceeds customers' expectations.
- Deliver furniture to customer location with care and in compliance with their protocols.
- Checks orders against paperwork prior to departure from the office.
- Ensures delivery vehicles are driven in accordance with all laws.
- Maintains the cleanliness and tidiness of delivery vehicles and the workshop.
- Assembles customer orders depending on demands of the business.
- Complies with all company health and safety policies and procedures at all times. Without limitation, wears Personal Protective Equipment (PPE) at all times in accordance with IDP's policies.
- Maintains a clean and well-organized work area
- Travels as required.
- Occasional overtime as required.
- Performs other duties as assigned from time to time at the discretion of management.

Required Skills:

- Installed Contract Furniture for a minimum of 3 years or more.
- Has a high school diploma or equivalent.
- Able to understand project deliverables and work with customer contacts and installation team to complete objectives.
- Able to achieve results and drive efficiencies in their day to day work.
- Able to take initiative and demonstrate pro-active problem solving in their day to day work. Has manual dexterity, common sense and the ability to solve problems on site.
- Possesses flexibility in order to meet changing demands, capacity requirements and working locations.

- Is able to understand and follow established personal safety, security, and environmental practices. Is knowledgeable of, and compliant with Workplace Hazardous Materials Information System (WHMIS) and Occupation Health and Safety Act (OSHA).
- Able to operate hand/powers tools (drills, pneumatic guns, wrapping machines etc.) and pump trucks.
- Displays excellent Customer service skills at all times by behaving professionally at all times and creating a great impression of IDP at all times.
- Able to understand, speak, read and write English. Must be able to understand verbal and written work instructions and understand health and safety procedures which are typically routine, as accuracy and attention to detail is necessary.
- Must have basic tools required for the installation of office furniture.
- Must be mechanically inclined and able to solve minor issues as they pertain to the installation of office furniture
- Should be in good health and able to lift up to 75 pounds.
- Have responsibility to ensure all paperwork is completed properly and signed
- Possess strong communication skills, strong written skills in order to document work, deficiencies, and strategically solve for variables.
- Has a knowledge of installation drawings and three-dimensional drawings

Preferred Skills:

- Past experience as a project manager / lead installation teams
- Has experience in specification software or applications.
- Interpret detailed CAD drawings and specifications.
- Has a good driving record and a valid driver's license.
- Is available to travel.
- Bilingualism an Asset

Benefits

- The hourly rate is \$18.50 – \$20.00 CAD/ depending on experience
- Career development opportunities.
- We offer Benefits after the first 6 months of employment.
- Great people to work with!

Please send resumes to HR@idpgroup.ca

IDP Group endeavors to fill positions with the best available candidates who have the appropriate combination of education, experience, skills and abilities to successfully perform the duties of the position. IDP Group is committed to equity and values diversity.