



## JOB DESCRIPTION

### **POSITION:     Schedule Coordinator**

REPORTS TO:     Field Project Manager

#### **COMPANY SUMMARY:**

BKM Total Office of Texas, L.L.C. is an innovative workplace furniture dealership in the DFW metroplex. With revenue in excess of \$40M, BKM employs 80 people in 3 locations in Dallas. Our customer base is comprised of corporate clients, higher education and healthcare. We offer a comprehensive portfolio of products and services that target these particular markets. One of those services is ReCreations, our custom furniture and millwork facility. Visit [www.bkmtexas.com](http://www.bkmtexas.com) for more information on BKM.

#### **GENERAL RESPONSIBILITIES:**

##### **ORGANIZATIONAL RESPONSIBILITIES:**

1. To support Company Objectives and Principles.
2. To interact effectively with all Company employees.
3. To adhere to all Company policies and procedures.
4. To act in a professional manner.
5. To look for ways to improve organizational processes.

##### **OPERATING RESPONSIBILITIES:**

1. Contact customers to schedule deliveries, moves, service and installation. Verify address and site readiness.
2. Interface with Sales, Sales Coordinators, Project Managers and all company personnel to assure an understanding of customer expectations, and communicate relevant customer information to impacted parties.
3. Prepare a daily schedule and packet of supporting information for each installer. This includes proper installation drawings and worksheets.
4. Review labor quotes, and other supporting documents, to assure clarity of expectations, scope of work, and align labor and equipment needs accordingly.
5. Upon delivery confirmation with client, enter the hard schedule.
6. Notify manufacturers of any product pick-up no later than the 24-48 hours prior to arrival.
7. Print delivery/pull tickets for all warehouse areas each morning by noon.
8. Schedule additional man-power as needed with contract labor contractors.
9. Accumulate all tickets from previous day and confirm that all tickets are returned. Update all delivery tickets in Hedberg by 10 am and file tickets daily.
10. Print unscheduled report daily. If order is acknowledged soft schedule (1) day past acknowledgement date.
11. Be totally knowledgeable of the Hedberg Information System as it relates to Order Receiving, Order Tracking, Inquiry and Messenger.
12. Attend training sessions as appropriate.
13. Perform other tasks as assigned.

**EXPERIENCE, EDUCATION AND SKILLS REQUIRED:**

- Strong communication and organizational skills.
- High attention to detail, with ability to multi-task.
- Adaptable to shifting priorities, and ability to work under deadlines.
- Proficient in Microsoft Word, Excel, Outlook.
- Knowledge of Hedberg preferred..
- Knowledge of furniture products and installation preferred.
- Able to work in a fast paced environment.
- High school graduate; prefer associates or college degree.

**CONTACT:**

Please submit your resume to [recruiter@bkmtexas.com](mailto:recruiter@bkmtexas.com)