

ICONMODERN

Job: Furniture Assembly and Delivery Assistant

Job Type: Contract-to-Hire*

Experience: High school diploma or equivalent (3+ years of industry experience)

Location: Chicago, IL (Fulton Market)

Icon Modern designs and manufactures custom commercial furniture and architectural elements in the Chicago metro area. As we grow, we are looking to fill an important role in our Operations/Logistics department.

The primary purpose of this job is to assemble and install custom wood and steel office furnishings safely and efficiently. This position also assists our logistics team in preparing deliveries, setting schedules and quality control reviews. Accurately and safely loading our truck, scanning, and checking items against paperwork are also included in responsibilities. This position reports to and works closely under our logistics manager. The ideal candidate would live within 30 mins of the office.

Responsibilities:

- Assemble furniture and assist with delivery and install of furniture in a safe manner
- Pickup components from our local suppliers
- Report all pick-up and delivery issues to logistics and record information on paperwork
- Document start and end times at each stop for productivity purposes
- Confirm all accessories and hardware are included with deliveries
- Provide world class customer service
- Comfortably and safely drive a box truck or sprinter type van alone
- Time not spent assembling and installing furniture will be spent in the office preparing for upcoming deliveries and showroom upkeep.
- Schedule changes weekly, with an estimated total of 40hrs/week

Qualifications:

- High School diploma or equivalent
- 3+ years of industry experience
- Ability to speak, read and write in English
- Must have reliable transportation to the office
- Ability to lift 50+ lbs. regularly
- Must have local state driver's license
- Must be able to pass a pre-employment/pre-appointment drug test and background check
- Clean driving record required
- Woodworking, basic carpentry, and experience with tools a plus

Schedule and compensation:

- Hourly: Starting at \$15.00 - \$20.00 based on experience
- Hours per Week: Average 32-40 w/ potential for overtime
- On the road/start and finish the day at our showroom and office on the near west side of Chicago

*90-day temporary status followed by a review and possibility of full-time status with full benefits. Benefits include competitive compensation, excellent health/dental/vision insurance, company match 401k plan and paid time off. Icon Modern is a small but vibrant employer who values a diverse, friendly workplace.

To apply:

Send resume to allison@iconmodern.com. No phone calls please.