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## JOB DESCRIPTION

<b>Job Title:</b>	<b>Labor Scheduler</b>	<b>Job Series:</b>	OPS
<b>Reports to:</b>	VP Labor Operations	<b>FLSA Status:</b>	Salary
<b>Department:</b>	Labor Operations	<b>Location:</b>	Eagan, MN Office

**The Company:** Inside Edge is a progressive, entrepreneurially spirited company headquartered in Eagan, MN. Originated in 2004, the company has grown to be the national leader in commercial retail flooring services. We do business with the nations “Top 40” retailers (i.e. Kohls, Target, Dick’s Sporting Goods, Office Depot, Party City, Best Buy, etc.). The company’s program approach is unique in the market and is supported by industry leading technology - - including a proprietary IEX on-line project management system - - which has enabled significant growth.

**Job Summary:** This role requires a proactive, assertive, well-organized, individual with an aptitude for engaging installer crew members via communications vehicles. Must be able to multi-task and build relationships. Our Labor Scheduling Team is responsible for coordinating crews in alignment with our flooring projects on a day to day basis. You will work hand in hand with every department to ensure the projects are covered effectively based on quality, availability, proximity, and cost of the service provider. You will be tasked to work with a variety of project types and customers, both internal and external. Relationship building and support of the network will be a significant role in your day to day duties. The goal is to maintain the health of our SP network while servicing our customers at the highest level. Must work collaboratively with the Labor Service team and facilitate communication, make cold calls, be persistent, and create mutually beneficial relationships.

### Essential Functions/Accountabilities:

➤ **Responsibilities –**

- Assigning placeholder SPs for upcoming projects.
- Gantt reviews first thing every morning to track quoted and approved work in the system- ideally, we have crews confirmed for their flooring scopes 2-4 weeks in advance of the start date.
- Provide construction plans, scope details, and financials (potentially negotiating costs) to secure the service provider on the schedule.
- Work with our Service Providers along with our logistics department to ensure the correct equipment is set up for each project.
- Provide shipping details to our procurement team.
- Pre-execution hand off to our account team members to set expectations and details for each project.

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- Assisting in the validation of our change order process.
- Help capture any financial and scope variances in the ongoing project.
- Gantt reviews with our SPs to capture their true capacity with our work and their own customers.
- Problem solving with the account & customer service teams to bring resolution to job site issues as they arise.
  
- **Capabilities –**
  - Task/detail oriented
  - Manages time well/flexible availability
  - Critical thinker/problem solver
  - Solid communication/written skills
  - Relationship building/works well with teammates
  - Technically savvy with commercial floorcovering
  - Strong decision-making skills
  - Capable of assisting other departments during down time
  
- **Other Duties as Assigned –** The role is dynamic and the unknown may occur. Therefore, one must be prepared to accept additional responsibilities and activities as the organization evolves.

## Key Characteristics

- Assertive – Can foster mutually beneficial relationships, is strong and self-assured, does not avoid confrontation.
- Adaptable – Ability to fit in with diverse people at all levels and to read a situation and quickly adapt.

## Requirements

- Excellent organizational, time management and prioritization skills
- Excellent interpersonal, oral and written communication skills- ability to actively listen
- Computer literacy in Microsoft Word, Excel, PowerPoint Excel, Outlook and Internet Explorer
- Ability to work in a small company environment that is continually changing and growing

## Competencies

- Understanding mathematical and other numerical information
- Being analytical
- Technologically driven
- Troubleshooting problems
- Communication and listening
- Meeting deadlines
- Organization and administration
- Strong people skills and ability to build productive relationships

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- Being detail oriented
- Being friendly and amenable
- Being professional
- Being courteous
- Being collaborative and focused

**Customer and Vendor Experience Accountabilities:** include,

1. Relationship management with the Service Provider Network
2. Can effectively communicate with office staff and field / installer personnel

### **Qualifications**

Three years of flooring industry or similar experience.

### **Physical Demands/Working Conditions/Travel**

The job operates in a professional company office or “home office” environment.