

THATCHER OAKS

INC

GET-IT-ON-THE-WALL GOVERNOR

Installation Manager

Do you enjoy fluid, varied workflow and keeping up with an evolving schedule? Do you have organizational skills and the ability to keep careful records? Can you successfully deal with customers and fellow employees for scheduling and problem resolution?

The Company:

Thatcher Oaks, Inc. is the largest, most respected awning manufacturer in Chicagoland and our work is the face of nearly all of the area's most notable establishments. You have seen our finished products, not only in person, but in the commercials, television shows and movies filmed in and around Chicago. Because we are the best and biggest, we are consistently hired by the finest companies in Chicago. Next time you are under an impressive awning or canopy, look up and see our tag!

The Job:

We are looking for versatile doer, who can take an ever evolving production schedule, balance it with customer requests and create a sensible installation schedule for our on-site technicians. This person will also organize, label and record the storage locations of different awning systems in our warehouse. He or she will also maintain the service records for a small fleet, as well as track and order inventory and basic stock.

The Requirements:

- Basic computer skills, familiarity with Microsoft Office programs, particularly Microsoft Outlook for email and scheduling
- Common sense, flexibility, and ability to think clearly and work under pressure
- Good organizational and problem solving skills; ability to work independently
- Clean driving history; familiarity with Chicago area driving times/ traffic patterns is a plus

The Perks:

Despite our top-dog position in the third largest American marketplace, we have been family owned and operated since we opened our doors over thirty years ago. We are proud to be a local manufacturing business and we are even more proud of our incredible community of employees. Over half our staff has worked at Thatcher Oaks for more than ten years, several for more than twenty. We offer fair pay, great health and retirement benefits, paid vacation and a work environment where everyone is heard and has the opportunity to advance within the company.