



American Direct Job Description

Position Title: Installation Administrator

Department: Installation

Reports to: ADFC Manager

Location: Preferably Lenexa, KS (possibly elsewhere)

American Direct primarily supports the construction industry, so an in-depth knowledge of construction industry communication and paperwork flow is highly desirable.

Function/Purpose

The Installation Administrator serves to fulfill the core responsibilities as noted below, while serving as a resource for project information to our client and internal resources.

Preferred Professional Requirement

It is preferred that the *Installation Administrator* possess experience in the construction industry, preferably with emphasis in the specific fields of Doors, Frames, & Hardware.

Installation Administrator Core Responsibilities

Ensure below tasks are completed by team for assigned projects.

- Track all install bids and work with Regional Install Managers to ensure qualified numbers are provided to the Sales Organization for each project.
- Track all projects sold with either self-perform or third-party install
- Work with Sales and Operations leaders to establish budgets for each sold project
- Ensure that contracts have been received from client, reviewed and signed (and returned)
- Review contract documents for all paperwork, safety forms, insurance requirements, etc. required to be submitted prior to onsite installation
- Process monthly pay applications from installers
- Coordinate with Regional Install Managers and Project Managers to maintain current project schedules for each job
- Coordinate with Regional Install Managers and Project Managers to manage project changes and submit pricing by due dates
- Maintain an electronic copy of the latest contract documents for electronic use in the field by installers
- Collect and process change orders



- Update actual expenses versus budget for each project and noting, based on percentage complete, which projects are over or under budget
- Work with Regional Install Managers to note when punchlists are issued, due dates for completion, and help ensure due dates are met
- Work with Regional Install Managers for the workup and approval of monthly billing to the Project Accountants
- Job reconciliations
- At the conclusion of each install project, complete a one page post-mortem detailing our installation performance versus budget and lessons learned
- Closeout projects upon completion

Additional Characteristics

- Be extremely detail-oriented, organized and self-directed.
- Be diligent at follow-up and problem solving.
- Must have excellent written & communication skills
- Respond and react to changing priorities while maintaining focus on any of your other projects.
- Maintain a professional demeanor on all levels.

Instructions

This checklist is attached to each job description. It assists in understanding the job demands placed on an individual when doing their assigned work and can be used to determine reasonable accommodation when requested. Use this scale to rate:

1. = Not applicable for this job.
2. = Minor - Activity or condition exists less than 20% of work time.
3. = Moderate - Activity or condition exists between 20-60% of work time.
4. = Major - Activity or condition exists 60% or more of work time.

Associate Engineer Position Description							
Job Title: Installation Administrator			Job Group: Prof & Tech			Reports to: ADFC Managerer	
Physical Demands							
	Rating		Rating		Rating		Rating
Standing	1	Lifting	1	Climbing Stairs, Ladders	1	Reaching, Handling	1
Walking	2	Carrying	1	Stooping, Crawling	1	Hand-Eye Coordination	1



Sitting	4	Pushing	1	Turning, Twisting, Bending	1	Foot-Hand-Eye Coordination	1
Speaking	4	Hearing	3	Sight	3	Depth, Color Perception	1

Working Environment

	% Time		% Time		Rating		Rating
Inside	100	Outside	0	Constant Cold/Heat	1	Fumes, Odors, Mist, Dust	1
Unavoidable Hazards				Moisture	1	Humidity	1
	Rating		Rating	Ventilation	1	Noise	1
Mechanical	1	Electrical	1	Lighting	1	Oil/Grease	1
Burns	1	Heights	1				

Mental Requirements

	Rating		Rating
Understand and carry out oral instructions.	4	Read and carry out written instructions.	4
Read/interpret prints, sketches, layouts, specs, etc.	1	Provide analysis and prepare detailed records	4
Work under pressure.	4	Work rapidly for long periods.	4
Work with minimum amount of supervision	4	Set up and operate machine/tools.	1
Plan/ schedule flow of materials or products	3	Compute, problem-solve & make calculations.	4
Inspect, examine and observe for mistakes or defects	2	Specialized knowledge of processes.	4
Plan/Coordinate work activities	4	Work as a member of a team.	4