

Installation Department Manager Job Description

Summary:

In this position you will manage the installation of packaging systems and equipment in manufacturing facilities. You will be responsible for establishing and meeting installation schedules, minimizing operational costs, and ensuring high quality. Management of multiple jobs is required daily, including coordination of personnel, vendors and customers with frequent changes in the plan and scope. While installations occur throughout the US and beyond, travel is not required.

Responsibilities:

- Managing multiple remote installation projects including:
 - Scheduling personnel
 - Arranging equipment delivery
 - Coordinating with customers and end users
- Monitoring job progress from start to completion
- Identifying issues and coordinating the proper resources to rectify any problems
- Hiring, disciplining and terminating employees
- Recognizing ongoing and potential cost overages and mitigating impact
- Maintaining and enforcing procedures and processes to ensure high quality installations
- Improving current methods and techniques to increase efficiency
- Evaluating and training staff
- Other duties as assigned

Required:

- Strong interpersonal skills
- Ability to overcome and solve problems
- Capability to multi-task
- Tolerance for stressful situations and a rapid pace
- Excellent people skills
- High level of initiative
- Detail oriented
- Direct communication style

Experience:

- Applicants should possess a bachelor's degree or demonstrate adequate experience to qualify for exemption from this requirement.