MK Fine Cabinetry LLC

43 Bank Street, Lebanon, NH 03766

Shop Location: 26 Smith

Pond Rd, Enfield NH 03748

**Field Manager**

**Reports To**

Management

**Job Overview;** 4 Clear Job Initiatives:

1. Install Cabinets and Millwork from the shop with a high level of detail

2. Oversee field crew and maintain a constant workflow process

3. Oversee Subcontractors for installation and assist when needed

4. Coordinate with Shop Manager, Owner, and project manager on timeline of delivery and install

**Responsibilities and Duties**

* Lead a crew of 5-15 installers on different projects with varying levels of complexity
* Coordinate effectively and efficiently with Project Manager on site
* Relay deadlines and time frame to shop manager and owner in a timely manner
* Communicate with subcontractors and provide them with work
* Must be able to answer question on all aspects of installation from workers
* Ability to do various task throughout the day with an ever-changing work environment
* Show up ready to work and on time
* Problem Solving
* Must have Reliable Transportation and Valid Driver License
* Work closely with the MK Wood Works Team. Communicate well with the owner and managers.
* Cleaning: (Everyone @ MKWW) Maintain a workspace / project that is clean and orderly. Take pride in the shop and office and never be afraid to run a broom or vacuum.

**Work Hours**

* Monday & Wednesday: 6:00 - 4:00, Tuesday & Thursday: 7:00-4:00, Friday 7:00-2:00 • Later and earlier hours may be needed due to workload.

**Compensation**

* Pay Based on experience
* Company Truck and Gas Card Provided
* 2-week paid vacation, paid holidays. (14 days of vacation). Holidays as described in the Employee handbook
* Overtime @ time and a half.
* Simple IRA retirement plan. MKWW to match 3%.