



**Position:** Part-Time Furniture Installer / Delivery Driver

**Organization:** Philadelphia Table Company

**Location:** Gloucester City, NJ

**Reports To:** Operations Manager, Foreman

#### **About Us:**

Philadelphia Table Company is a boutique furniture and woodworking studio that specializes in custom furniture, millwork and interior design for both residential and commercial applications. Each of our pieces is handcrafted by a single maker from start to finish, guaranteeing an exceptional level of care, customization, and attention to detail. Any furniture shop will tell you this isn't the most efficient means of production, but we believe that the single-maker approach yields the highest quality products. Every piece that leaves our shop is a testament to the skill and dedication of our makers.

#### **About the Role:**

We are looking for an enthusiastic part-time furniture installer / delivery driver to join our team. You will be based out of our workshop in Gloucester City, NJ, but this position will bring you all over the tri-state area. Along with another delivery driver / installer, you will be responsible for bringing our handmade custom furniture into the homes, offices, and restaurants of our clients.

The right fit for this position is a solutions-oriented people person who thinks on their feet and maintains composure in stressful situations. We're seeking someone communicative, resourceful, and who possesses a team-over-self mentality. The hours for this position are Tuesdays and Thursdays from 8am-5pm, with some flexibility offered to the right candidate.

This role requires significant lifting (100+lbs), bending, crouching, standing, and sitting (driving) for long periods of time. You should possess basic knowledge of shop tools / furniture assembly and feel comfortable behind the wheel of a 15ft sprinter van.

**Responsibilities:**

- People and Development
  - Represents PTC's values and culture
  - Develops methods that optimize profitability without compromising the efficiency of deliveries
  - Creates and maintains a positive work environment
  
- Safety and Quality
  - Delivers best-in-class customer service and professionalism
  - Upholds high standards of safety and efficiency
  
- Delivery and Installation
  - Carries out delivery and installation of all custom furniture fabricated in Philadelphia Table Company's Gloucester City, NJ workshop
  - Maintains clear communication with the Operations Manager regarding scheduling, deliveries, and routes
  - Consults with craftspeople to fully understand the assembly of each piece
  - Communicates with the client on day of delivery to ensure an exceptional experience
  - Ensures the delivery van is neat, prepared, and organized

**Skills and Abilities:**

- Addresses situations with a solutions orientation
- Possesses a strong attention to detail, organization, and preparedness
- Possesses strong interpersonal and communication skills
- Builds team enthusiasm and maintains positive rapport
- Ability to work independently with little direction and supervision
- Possesses basic knowledge of woodshop and assembly tools
- Holds a valid driver's license and comfortable driving long distances
- Ability to lift 100+ lbs regularly with the help of one other individual

**Experience:**

- High School degree or equivalent required
- 1-2 years of relevant experience

**To Apply:**

Email your resume to [jackie@philadelphiatablecompany.com](mailto:jackie@philadelphiatablecompany.com)