



JOB DESCRIPTION

Cabinet Installer, Cabinet Maker, Finish Carpenter, Millwork, Maintenance, Delivery, Warehouse

This is a fun and flexible position with lots of responsibility and variety. Via Design is an established Architectural and Design firm in Western Michigan. CLEO is a 13-year-old cabinetry manufacturer, with huge growth potential, in a dynamic market. The ideal candidate is a “jack-of-all-trades” with experience in cabinet making or finish carpentry, and able to utilize skills with a broad range of tasks in an ever-changing fast-paced work environment.

RESPONSIBILITIES:

- Install CLEO cabinets and furniture with high quality and efficiency
- Build custom cabinets, floating shelves, and other custom millwork
- Assist with cabinet assembly
- Read and work from technical drawings, diagrams, and blueprints
- Correctly operate a variety of trade tools: table saw, band saw, cordless drills, miter saw, edge bander
- Measure with calipers and tape measure, with an understanding of fractional and decimal measurements
- Oversee the freight in and out of Via Design inventory
- Organize and oversee the Via Design warehouse
- Maintain warehouse & manufacturing facilities such as weeding, outdoor repairs, painting, drywall, and other building-related tasks
- Assist with interior furniture and accessory installations, including picture hanging, furniture moving, and accessory unpackaging and placement
- Repair, update and maintain offices at 2 locations, including painting, repairs, delivering furniture, trash & recycle removal.
- Upholstery frame building, sawing tackboard backer material

QUALIFICATIONS:

- Craftsman, mechanically inclined, detail oriented.
- Independent worker with the ability to manage multiple tasks for the different business units.
- Ability to problem solve
- Utilize PC or Mac for emails, light excel usage, and pdf drawing view and print
- Ability to lift 100 pounds
- Able to work on feet most of the day
- Valid driver's license and ability to drive a box truck.
- Print reading
- Basic mathematical & computer skills
- Possesses a minimum of 3 years' experience in related field
- GED, High School Diploma or Associate's degree

BENEFITS:

Full time, 8 to 5. Excellent benefits include healthcare with H.S.A., 401k matching, 3 weeks of paid time off, life insurance, disability insurance, cell phone plan, and more.

EEO STATEMENT:

Via Design and CLEO are equal-opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, status as a protected veteran, or status as a qualified individual with a disability.