

## Objective:

Looking for Installation Coordinator, San Jose CA

## Job Characteristics:

CME, a national medical equipment distribution and services company headquartered in Warwick, RI with branches in Anaheim, CA, Long Island, NY and Indianapolis, IN is seeking an individual to support our growing territory in the Midwest region. This position will be based in the St. Louis, MO area with travel into the surrounding states as required. The ideal candidate will possess the unique mix of skill sets ranging from general mechanical aptitude and carpentry skills to excellent coordination and communication skills with the ability to interact with customers and co-workers both verbally and electronically. This position will work in conjunction with and support the territory's sales account manager with a variety of tasks including oversight and performance of all facets of equipment assembly, delivery, installation, coordination, equipment demonstrations, order expediting and customer sales meetings.

## Description of Responsibilities:

Coordinate, oversee and perform deliveries and installations of general medical equipment into hospitals, medical centers, physician offices and long-term care facilities. Perform equipment assembly and staging work within CME's 3PL warehouse. Candidate should be able to execute warehouse functions including receiving, inventory control and order staging. Candidate must be extremely detail-oriented and able to communicate with all. Regularly travel within the state of California with occasional travel into other regions as required. This position requires regular communication with office personnel, co-workers and customers both verbally and electronically. Successful candidates will be able to work in a very fast paced environment and be able to work well with a variety of personalities.

## Compensation:

Position includes healthcare – 401K

## Job Location:

San Jose, CA

## Requirements:

- High school diploma or GED (an Associate's degree in a technical or administration field is a plus).
- Sound verbal and written skills.
- Excellent computer skills including familiarity with the Microsoft office package.
- Must have flexible schedule as starting and ending times vary daily.
- Ability to participate in occasional projects requiring overnight stays away.
- Must be physically fit and have ability to lift heavy objects properly.
- Experience with all warehouse functions including receiving, inventory control and order staging.
- Must have good mechanical aptitude and be very familiar with general hand and power tools. Carpentry skills are a plus.
- Experience driving up to a 26' straight truck.

## All interested parties please contact:

*Barbara Shane, General Manager*

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