



Position Title: Warehouse & Installation Assistant

Classification: Non-exempt/Hourly

Reports To: Director of Warehouse Operations & Logistics

Date Created: March 24, 2025

Travel: Up to 75%

Kimberly Timmons Interiors is an award-winning Design firm that specializes in Hospitality/Commercial Design, Interior Merchandising and Residential Design. KTI is filled with lively, meticulous people who love design and collaboration. We are industry leaders who value integrity, originality, and teamwork to produce amazing designs in a fun working environment.

With direction from the Director of Warehouse Operations, this role is responsible for off-loading, unpacking, inspecting shipments, and updating goods received in our Design Smart processing system. The Warehouse & Installation Assistant is also responsible for representing the company on installations for our hospitality, residential and model home projects. This individual will be accountable for the movement of all materials within the warehouse and overall appearance while ensuring to meet all safety protocols. Our Warehouse & Installation Assistants are versatile and active professionals, who work as part of a team in the office, warehouse and on installations – anywhere their efforts are needed.

Essential Functions:

- **Warehousing:**
 - Receive and inspect product as it arrives to the warehouse
 - Organize warehouse to ensure ease of locating product
 - Using pick lists to prepare for project installations
 - Assist in the upkeep of the warehouse and office area via frequent cleaning and repairs
- **Installations:**
 - Read and interpret furniture plans and drawings
 - Assemble furniture according to specified plans
 - Participate in relocation and moving furniture into model homes, private residences, and commercial settings
 - Responsible for artwork, mirror, and other wall-mounted installations
 - Potentially oversee installation teams on larger projects

Requirements:

- Must be able to follow instructions and work with the design team
- Positive attitude with great communication skills
- A good eye for attention to detail

- Must have valid driver license and driving record with no major violations, suspension, or more than three moving violations in a 5-year period.
- Production efficiency with safety in mind
- Good work ethic, physical strength and stamina required
- Must be able to lift a minimum of 75 lbs. and perform other physical tasks for duration of shifts, including standing for an extended period, stooping, bending, and twisting
- Out of state travel up to 75% of each month
- 1-2 years of customer service experience
- Education: High School diploma or equivalent

Preferred Qualifications:

- Warehousing or distribution center experience
- Furniture medic experience

What We Offer:

We offer competitive pay, an exceptional benefit package, a dog-friendly environment and support for continuing education and professional development. This is a full-time, hourly position. The hourly pay range for this role will be \$20-\$25 per hour and will be based on experience level. Our 2025 benefits package includes: Medical - 100% paid*

- Group Life, AD&D – 100% paid*
- Long-Term Disability – 100% paid*
- Dental Insurance – 100% Paid*
- Vision Insurance– 100% Paid*
- Employee Assistant Program*
- Paid Vacation Leave – Accrues based on years of service starting with 10 days per year up to 15 days per year
- Paid Sick Leave – 48 hours per year
- 401(k) retirement plan and company matching**
- Ten (10) paid holidays

*Available first day of the month following date of employment

**Available first days of the month following 90 days of employment

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

Kimberly Timmons Interiors is an Equal Opportunity Employer (EOE), M/F/H/V.