



FRONTIER KITCHENS, INC

1170 Ridge Rd

Webster NY 14580

TITLE: Installation Coordinator

Responsibilities:

- Coordinate all customer cabinet and countertop installations integrating cabinet readiness date, delivery date, customer readiness and install contractor(s).
- Verify all materials are available including all cabinets, sinks, accessories.
- Enter all cabinet orders taken
- Enter all countertop orders taken
- Plan all known future kitchen installs using cabinet due dates and install contractor availability and skills

Kitchen Designer Requirements:

- High school diploma
- Active listening skills
- Strong customer service skills
- Ability to follow procedures
- Multi-tasking and time-management skills, with the ability to prioritize tasks.