



Operations Technician (FTC), OfficeScapes

Compensation: 18-20/HR

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

This position is for our studio Slate (formerly OfficeScapes), Colorado's premier commercial furnishing contractor.

Job Summary:

Slate, and ELEMENTS Studio is looking for an Operations Technician to join our Fort Collins studio. You will be responsible for proper installation, assembly, and the work order responsibilities of projects – including the ability to function effectively on both the D&I (delivery and installation) and MAC (Moves, Adds, and Changes) requirements of the Operations Department.

Essential Functions:

- Safe and proper installation of products according to installation drawings and instructions.
- Safe and efficient management of all equipment according to instructions and protocols.
- Planning and implementation of assignments per project requirements and specifications.
- Maintain contact with customers, designers, contractors, and other trades on the jobsite.
- Promptly report and issues that surface during a project pertaining to the company vehicle, products, customers, and/or scheduling conflicts.
- Understand, complete, and submit all paperwork accurately and promptly.
- Other duties as assigned.

Required Skills/Abilities

- Strong organizational skills.



- Strong communication skills.
- Strong attention to detail.
- A self – motivated and self-starting mindset.
- Valid Driver’s License with clean driving record – no DUI or excessive speeding tickets.
- Customer Service oriented mentality.
- Ability to grasp mechanical & assembly concepts with ease.
- Ability to interpret construction documents – specifically floor plans and elevations.

Experience/Education

- Previous construction labor experience preferred.

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.