EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installer I</td>
<td>17447</td>
<td>12/16/2019</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$16</td>
<td>Monday - Friday</td>
<td>Varies</td>
</tr>
</tbody>
</table>

REQUIRED FOR POSITION

REQUIRED EDUCATION

None

JOB DESCRIPTION

Employer is background friendly

• Learns to effectively install systems furniture (panels, components, electrical, accessories, wood private offices, etc.). And after 90 days be able to properly install the basics of furniture Electrical, componentizing the cubes and the installation of the panels with moderate supervision.

• Assists with staging the product on site including lifting/carrying all materials for the installation (may include stair carries).

• Follows instruction and safety procedures in assembling and installing furniture.

• Learns to work with installation documents including blue prints and typicals.

• Assists with clean-up of job site and ensuring place is ready for customer use.

• Learns to effectively load and offload trucks in a timely and safe manner.

• Learns to safely use all equipment to load/offload vehicles

• Learns to properly load furniture including padding and tying off Inspects furniture for damage while offloading.

• Learns to effectively interact with customers and coworkers.

• Consistently follows all company standards of conduct.

• Learns to accurately complete all administrative tasks in a timely manner including: time sheets, merchandise return forms, delivery tickets.

• Understands and is able to use merchandise and inventory tags.

• Remains on the job site until the job is completed even if overtime is required.

• Performs other duties as assigned (by client or Lead in charge).

3 TO 5 KEY SKILL SETS REQUIRED

Employer is background friendly

Qualifications:

• High School Diploma or GED is preferred but not required; any related experience and/or training or
equivalent combination of education and experience.
• Reliable and responsible (have reliable transportation, report on time where scheduled, report