



### **Overview of the Position:**

The Installation Technician is a key member of our team, directly reporting to the Shop Foreman and closely interacting with our sales team. This role is responsible for installation of electronics equipment into automobiles, boats, and motorcycles.

A key factor in our recruiting effort is to find a candidate that has a strong alignment with our core values and our dynamic company culture. We do our jobs well and have fun doing them.

**Important Note:** Please read the Response Information at the end of this job description before applying. We will NOT consider applicants who have not followed the instructions.

Accountability	Associated Tasks
Product Installation	Installation of electronics products (stereos, speakers, amplifiers, navigation equipment, communication equipment and security/remote start/tracking equipment)
Troubleshooting	Effectively diagnose/repair issues with electronics product (stereos, speakers, amplifiers, navigation equipment, communication equipment and security/remote start/tracking equipment)
Sales Process Support	Support showroom sales team with execution of company sales process and liaise as requested.
Project Quotes	Each estimate jobs to include all parts/labor. All quotes to be signed off by both sales agent and technician.
Product Knowledge	Attend all in-store product demonstration and education sessions to stay up to date on current product/service offering.
Last Contact	Provide in vehicle customer orientation when they pick up their vehicle using standard quality control checklist.
Telephone/Email Reception	Receive and forward telephone/email inquiries
Organization and Cleanliness	Clean/dust/organize shelves, counters and tables

### **Company Profile:**

Our company is all about helping our customers better enjoy their driving experience. We are a collective team of enthusiasts that are passionate about providing a high level of customer service and top quality, cutting edge electronics products.

installation\_technician-car\_audio-job\_post



**Response Information:**

To apply to this position, please email your resume and a cover letter that includes the following table to [info@extremeaudio.org](mailto:info@extremeaudio.org). Under "I meet this qualification" please write "Yes" or "No" in **Blue Text**.

<b>Section 1: Confirm that you meet the required qualifications</b>	
<b>Required Qualifications</b>	<b>I meet this qualification:</b>
"Technical Skill" required qualifications:	
Demonstrated experience working as a key Installation Technician	Yes / No
Track record of proficient customer service skills and delivery	Yes / No
Experience working with small retail companies and/or start-up companies	Yes / No
Ability to work with MS Windows, Word, Excel, QuickBooks	Yes / No
"Soft Skills" required qualifications:	
Take pride in achieving excellence	Yes / No
Reliable and dependable - someone who keeps their commitments	Yes / No
Excellent and clear communicator, including both verbal and written skills	Yes / No
Self-motivated and self-driven, with demonstrated ability to quickly figure things out by yourself	Yes / No
Strong problem solving and creative thinking skills	Yes / No
Demonstrated high levels of integrity, respectfulness and honesty	Yes / No

**Section 2: Promote and market yourself by answering the following questions:**

"What example (any situation from your experience) best demonstrates that you are an overachiever with success as an Installation Technician and Customer Service?"

**Please note that we will not consider applicant who does not send a cover letter with the above table completed.**

**411:**

**Role Title:** Installation Technician

**Employment Type:** Full Time (5 days a week, closed Sunday)

**Location:** Mechanicsville

**Compensation:** Hourly plus commission after probationary period

**Comments:** Strong possibility of advancement based on job performance and execution of results.

**While all applicants are thanked for sending in their applications, only those selected for interviews will be contacted. No phone calls please.**

installation\_technician-car\_audio-job\_post