

Carpenter / Project Coordinator Wanted

Hello,

We are Albert Herman Draperies, Inc.

Offering industry experience for 101 years since 1909

We are based in Oakwood Village/Bedford, Ohio route 271 & Forbs Road.

We manufacture and install:

EcoGreen Solar Shades

Theatrical Stage Curtains

Interior Plantation Shutters

Draperies

Cubicle Curtains

all types of window treatments, blinds and shades.

Motorization is available on all of the above products.

We work on very large and very small **commercial projects**. We also do some Residential projects

We are **looking for** a full or part time KEY PERSON.

This person is to work and handle the WORK IN PROGRESS tasks:

All CRITICAL PATH TASKS after the sale / contract is secured and written up into an order.

Being sure our product is ready and waiting to be installed.

Not that the job is waiting for the product to be ready to installed.

Confirm Final Measurements if needed

Tracking the production and purchase orders of components for the above products

Fabrication assistant of the above noted products if needed

Shipping and Receiving of the above noted products

Scheduling of the installations with the customer etc.

Installation of the above noted products

Organization of the warehouse, inventory, parts, tools and truck

Your requirements would be as follows:

Self Motivate

Multi tasking

Good with MEASUREMENTS

Good DRIVING RECORD

Good CARPENTRY SKILLS

Good with BLUE PRINTS

Good computer skills helpful

Good communicational skills

We ask for you to send us:

Your formal or informal resume

Your complete work history

Your past compensation history

Your current compensation requirements.

The location of your residence to determine the drive distance you would have into work

Your availability of part time, full time and or over time.

Reply to:

Ken@AHDinc.net Or FAX to 440-232-1122

Sincerely,

Kenny Herman

Ken@AlbertHermanDraperies.com

101 years of experience since 1909!!

Go GREEN! Go SOLAR Shades!!



Albert Herman Draperies, INC.

www.AlbertHermanDraperies.com • (440) 232-1555



EcoGreen Solar Shades, LLC.

www.EcoGreenSolarShades.com • (440) 232-1551



Theatrical Stage Curtains, LLC.

www.TheatricalStageCurtains.com • (440) 232-1336

Oakwood Village, Ohio 44146-6703 • 7603 First Place, Unit B7

Phone: (877) 610-1555 • Fax: (440) 232-1122