



Lead Installer

Furniture

Position Type: Full-time, Permanent

Location: Edmonton, AB

The Opportunity

Join the award-winning RGO team—recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies—by stepping into the role of Lead Installer.

Reporting to the Manager, Operations, you'll play a key role in ensuring that assigned projects are completed in the time frame allotted and in the most cost effective manner possible while directing the group of onsite Installers assigned to each respective project.

What You Will Do

Project Planning

- Attend planning, construction, design, and site inspection meetings
- Review project plans and scope of work
- Support labour estimates with Project Coordinators to optimize productivity
- Install mock-ups and collaborate with Design and Sales on feedback
- Coordinate site needs including protection, access, tools, PPE, and trade communication
- Ensure careful delivery and placement of product; driving is required

Project Execution

- Delegate tasks and train new team members on site
- Monitor progress and resolve delays
- Communicate with clients and represent RGO with trades and customers
- Make on-site decisions to ensure timely, budget-conscious, quality completion
- Manage site equipment and conduct safety meetings
- Ensure site safety and report incidents to Health and Safety Advisor
- Perform Installer duties when not leading a project and support the assigned Lead

Cost Control

- Meet manpower plans while maximizing productivity and service quality
- Report deviations and recommend improvements to Design and Project Coordinators
- Complete and submit accurate Service Work Orders and time tracking for chargeable work

What You Will Bring

- Minimum 2 years of experience working with office furniture products
- Demonstrated leadership and strong interpersonal skills; able to make decisions and work independently without direct supervision
- Exceptional verbal and written communication skills
- Self-motivated and action-oriented approach
- Positive attitude and enthusiasm for completing tasks professionally
- Excellent organizational and time management skills; ability to meet pre-determined timelines
- Respectful and professional interactions with customers, colleagues, and products
- Proficiency in reading and interpreting drawings and blueprints
- A valid Class 5 Driver's License; ability to pass an AMA driving course and provide a current Driver's abstract
- Successful completion of a pre-employment Health Assessment
- Ability to lift up to 100lbs / 45 kg (required)
- Be able to pass pre-access drug & alcohol screening
- Must provide own 6" Grade 1 CSA-approved steel-toed boots

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

Perks & Benefits

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- Fitness Subsidy
- Free parking

To apply, please submit your application to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

