



*R.C. Hemm began Hemm's Glass Shops at our present Piqua, Ohio location in July 1948. Today, over 70 years later, Hemm's has continued to grow and expand and currently has 3 locations operating in Piqua, Troy and Sidney. Our work, mostly commercial, spans mostly around the Dayton, Cincinnati and Columbus area. We have continuously serviced our customers by providing and installing commercial storefronts, building entrances, aluminum doors and windows, auto glass, table tops, mirrors, shower doors and more.*

*We strive to be a safe, quality-oriented, profitable company. Our current staff is dedicated to providing the highest quality and most complete glass service available in the industry.*

### **Shop Coordinator (Piqua Location)**

Primary duties of the Shop Coordinator will include:

- Answer telephone and greet walk in customers
- Provide quotes and estimates.
- Create work orders and order any material that is not in stock to complete orders received.
- Follow up daily with quoted jobs to see if decisions have been made.
- Contact auto body shops regularly to increase amount of auto glass work
- Complete all auto glass work to include: windshield, back glass, side glass and mirrors on regular and commercial vehicles.
- Complete custom orders which may include: Rescreening, sash repair/reglazing, storm repair, picture frame repair, table tops, mirrors, misc. cut glass, new storm windows and screens, etc.
- Wash company vehicles according to given schedule
- Check in packages delivered from UPS & Fed EX
- Keep shop area clean and organized to include: sweep floors, empty trash, clean work areas.
- Complete weekly reports to be submitted to management.

Skills needed for this position to include:

- Ability to use hand and power tools necessary to cut and install glass.
- Capability of reading a tape measure to 16ths and 32nds.
- Physical ability to lift, maneuver and set heavy glass.
- Excellent customer service skills including phone etiquette and face to face interaction
- Outstanding organizational and time management skills. Ability to get things done as promised, on time!
- Willingness to do all above tasks including others as given.
- Basic computer and typing skills including previous use of MS Word, Excel & Outlook.
- Strong basic math skills to provide quick and accurate quotes.
- Employment background in glass or similar environment is preferred. (Customer service and hands on mechanical ability are both very essential to this position.)

Applications are available at [www.hemmglass.com](http://www.hemmglass.com) and can be emailed or faxed in to (937) 773-6054. Thank you for your interest in our company.

*Hemm's Glass Shops is a drug free workplace. We offer competitive salary, benefits and 401k. We are an equal opportunity employer that recruits and hires qualified applicants on the basis of merit without regard to race, creed, sex, age, national origin, disability or veteran status.*