



PHANTOM™
S C R E E N S

Ontario Screen Systems Inc.

1295 Eglinton Avenue East, Unit 14, Mississauga, Ontario, L4W 3E6
905.624.0824 · www.phantomscreens.ca

Job Title:	Installation Specialist		
Position Level:	Entry Level	Position Type:	6 month contract with possibility of conversion to Permanent
Reports To:	Field Operations Manager	Hours:	Full-Time
Date Posted:	February 18 th , 2025	Salary Range:	\$20+ per hour based on related experience

COMPANY OVERVIEW

Ontario Screen Systems has been the exclusive distributor of Phantom's professionally installed products in Ontario since 1994. Phantom Screens' specializes in providing retractable screening solutions that are both attractive and functional. Phantom's wide variety of products can be used with literally any door, window or large openings, with retractable screens that disappear from sight when not in use.

POSITION OVERVIEW

The Installation Specialist is responsible for the accurate, safe and aesthetically pleasing installation of all Phantom screen products sold by Ontario Screen Systems. This includes the driving to jobsites and performing the installation of Phantom products on client's doors, windows or other large openings. The Installation Specialist is responsible for providing outstanding professionalism in all situations, as well as completing all installations and services in a consistent and high quality manner. Punctuality and dependability must be demonstrated by all Installation Specialists while maintaining prompt arrivals and completions for scheduled appointments. The Installation Specialist is also responsible for providing measurements, servicing and on-site assessments of client's screens as required. Additional tasks may be assigned to Installation Specialists by management as required.

QUALIFICATIONS

- Ability to communicate with excellent written and verbal English
- Comfort with using technology through desktop, online and mobile applications
- Comfort with power tools including; cordless drill, mitre / chop saw, drill press, table saw
- Excellent accuracy and attention to detail
- A strong work ethic and high degree of integrity
- Capable of lifting and carrying up to 50lbs
- Ability to measure precisely using the Imperial system to the 16th of an inch
- Valid G license with a clean 3-year driving abstract
- Ability to work at variable heights on ladders and balconies
- Ability to work flexible hours including evenings and weekends
- Willingness to travel throughout Southern Ontario

ROLE AND RESPONSIBILITIES

- Driving to client appointments safely and on time
- Completion of required preparation for all installations
- Accurate and aesthetic installation of Phantom products
- Post-installation demonstration and payment collection
- Documentation of work in Vonigo, including completion notes and install photos
- Additional duties may be assigned as needed

PREFERRED SKILLS

- Knowledge of the windows and doors industry
- Knowledge of roads and routes within Greater Toronto Area and Southern Ontario

*** We provide paid training, competitive compensation, company vehicle, cell phone and all required tools ***