

## Locksmith Apprentice

### Locksmith Duties

As a locksmith apprentice you must have willingness to learn the trade and be highly motivated, self-driven, and reliable.

### Primary Responsibilities

- Opening commercial and residential doors
- Re-keying locks
- Generate new keys, copy keys
- Install door closures and panic bars
- Accurately record all materials used and time on work orders
- Operate company car professionally and safely
- Coordinate with Service Manager and Department heads.
- Exceptional customer service
- Other duties as assigned
- Ensure all jobs are completed correctly, while maintaining high company and customer expectations
- Provide superior customer service to ensure continual customer satisfaction
- All other duties assigned which include maintenance duties, Initially, this will not be a full time job. (See attached for Maintenance duties)

**Requirements:** Must be able to speak clearly and effectively

- Must be able to work in a fast-paced environment
- Willing to work more than 40 hours per week (OT will be compensated)
- High School Diploma/GED
- Driver's License with a good driving record
- Professional attitude and respectable appearance
- Respectful of clients' property and home
- Reliable transportation
- Pass criminal background check and drug testing
- Ability to maintain inventory records
- Willingness to travel between job sites in Delaware
- Desire to learn and excel at new skills
- Driven to provide excellent service and always ensure customer satisfaction