

Project Coordinator

This is a customer-facing position requiring strong listening skills, vendor coordination, and attention to detail as they draft product plans and prepare accurate cost estimates.

Skills needed for this position include:

The ideal candidate will demonstrate excellent customer service and communication skills.

High attention to detail and great initiative to support the corporate mission and team efforts.

Highly adept at problem solving.

Ability to multi-task and manage multiple project concepts and designs.

Ability to tolerate stress and operate under pressure.

Ability to meet customer deadlines.

A keen visual eye and ability to produce quality renderings/drawings.

Effective organizational skills.

College degree preferred, but experience may substitute.

Responsibilities will include, but not limited to:

Collaborate with customers on a wide variety of projects, offering project designs to provide proof of concept of their vision(s)

Build relationships with vendors to attain superior product knowledge

Communicate and support outside sales team on drafting bid documents for projects of various scopes

Read and interpret bid documents and site plans to produce accurate quantities and scopes for pricing

Prepare turnkey estimates and proposals in a timely fashion for customers that include product pricing, freight estimates and installation

Draft site plans and renderings to complement proposals

Manage all necessary bidding documents and maintain high levels of organization

Effectively communicate all project details to sales team members, clients, and office staff

Manage logistics details to insure projects are delivered and installed properly

Experience with Adobe Creative Cloud applications is a plus.

Compensation varies with experience.

Job Type: Full-time

Salary: \$28,000.00 to \$45,000.00 /year