

**Project Coordinator**

**Job Summary**

WRG is a family owned furniture dealer located in Carrollton, TX that is committed to finding highly motivated professionals with the passion to learn and grow in the company. The Project Coordinator will provide consulting through all phases of the sales effort. Plan, coordinate and complete multiple limited-scope projects. Ensure project guidelines are met including quality of work, budget, deadlines and customer satisfaction.

**Essential Duties and Responsibilities**

* Gather initial project information from internal resources, and identify customer requirements and potential constraints and conflicts;
* Identify site and building conditions;
* Obtain required permits and submit Certificates of Insurance;
* Gather documents for Installation Packets;
* Complete Work Orders;
* Communicate project details;
* Schedules deliveries and installations;
* Help resolve post-installation issues;
* Coordinate the evaluation and completion of Change Orders and Project Completion Checklists;
* Collect and audit customer sign-offs;
* Confirm completion of work and information in support of customer invoicing; and
* Create and maintain project files and records.

**Position Requirements**

* A Bachelor’s Degree in Business Management or an equivalent combination of education and experience is preferred
* Must have at least 4-5 years’ experience in a similar role and industry, preferably with a contract furniture dealer
* Knowledge of contract furniture products and management is preferred, including account management, project management, order preparation, order management, installation, relocation and contract furniture administration
* Prefer working knowledge of interior construction, interior design, moves and relocations, trucking and freight issues, furniture manufacturing and shipping, building management and current workplace issues
* Ability to analyze, plan, schedule and implement project installation
* Ability to coordinate and organize a large volume of project information and details
* Ability to prepare product take-offs, specifications and order-ready documentation
* Strong interpersonal and communication skills to interact effectively with a wide range of people, both within and outside the company
* Very strong organizational and administrative skills
* Demonstrated commitment to professionalism, integrity and sound judgment in business transactions, and capable of providing the highest level of customer satisfaction.