



About **elements**:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Summary of Position

This position is responsible for planning, coordinating, and overseeing all tasks, critical order dates, budget, invoicing, and customer satisfaction for assigned projects inside the Manufactured Construction Studio. This position assists DIRT Project Managers in coordination, project timelines, installation schedules, contract review, payment applications, approving vendor payments and order management. Works closely with the team throughout all phases of all projects to provide timely, accurate, and professional communication internally as well as externally.

Job Responsibilities/Duties

- Maintain gross profit margin by keeping tabs on “dollars in and dollars out”.
 - Tracking discrepancies in costs and sells
- Be able to follow DIRT order entry process and understand **elements** internal methods for preparing and entering DIRT orders.
- Ensure **elements** project team has a signed contract of letter of intent prior to order entry.
- Assist in reviewing contract and associated documents.
- Generate purchase orders from our financial system.
- Send purchase orders to vendors to order materials or labor.
- Track all products from vendors to ensure accuracy, timeliness of order, and follow up with **elements** Project Manager to ensure deadlines are met.
- Assist in tracking and organizing all deadlines and action items as needed.
- Assist in the creation of labor installation packets and documentation.
- Procure administration:
 - Initial project set up
 - Schedule of values
 - Project directory
 - Project phase
- Project closeout package creation
- Project financial closeout
- Responsible for receiving backlogs and relaying information to finance
- Responsible for receiving incoming invoices from vendors and subcontractors to ensure dollar amounts match, are approved, or are not approved along with next steps to close them out.



- Ensure all deficiencies are received by assigned DIRTT PM and that product is shipped in a timely manner.
- Attend team meetings to review status orders, install, billing, invoicing, and anything else pertinent to the project team.
- Attend various meetings including but not limited to Pre-Order Entry, Pre-Installation, Departmental, Financial Reviews, Project Closeouts, etc.
- Other duties as assigned

Environment

- Sitting at a computer for extended periods of time in an office setting (primary job function).

This position is: Full-time/Non-exempt

Salary Range: \$40,500-\$46,500 annually

Experience/Requirements:

- Minimum 2 years' experience of project coordination, sales coordination, and/or financial analysis experience. Preferably in the construction or commercial interior industry.
- Strong written and verbal communication skills
- Must have prior hands-on experience with subcontractors, submittals, and document tracking.
- Must be extremely organized, with good time management skills and the ability to work independently with minimal guidance.
- Must be able to analyze and problem solve, even with significant ambiguity.
- Proficient in Microsoft Office (Excel, Word, and Outlook).
- Experience with Smartsheet, Procore, ProEst, or CORE is a plus

Employee Benefits & Perks

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities



- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegeerator / Wine in our Centralized Downtown Location