



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

The project coordinator role is an extension of the sales coordination role with an emphasis on also supporting project related tasks. The roles and responsibility of a project coordinator mimic those of sales coordination with an emphasis on construction/technology-based project outcomes; functions of the project coordinator role are catered to ensuring successful project execution. The project coordinator works directly with internal and external stakeholders on order management, project tracking, procurement and delivery of technology/window covering based solutions. The ideal candidate works closely with account executives, installation management, warehouse personnel, contract management and the client in support of profitable project outcomes. This individual is someone who exemplifies leadership and communication skills that advance the sales process. The role is a multi-faceted position incorporating both sales and project-based coordination.

The Project Coordinator will be responsible for management of customer service, order preparedness, order management, file organization, and project close out.

The ideal candidate takes ownership in ensuring a successful project. Responsibilities include, but are not limited to:

- Proficiently work with multiple software platforms to include - Microsoft Outlook, Excel, Word, CORE, D-Tools, and vendor-based quoting/web-based product management solutions.
- Transcribes product data/labor costs/sells from d-tools to CORE POS system (LQR etc.).
- Generates work orders to multiple trades and internal labor resources.
- Coordinate and follow up on order entry, order management, vendor interface/acknowledgements; assists the team with tracking project close-out to meet month end projections. Provides finance accurate information for studio sales projections and goals.
- Provides project documentation and assists installation management with coordination of scheduling resources, and sub-contractor quoting/pricing validations. To include coordination of warehouse delivery/pickup, installation, and project closeout.
- Maintains Gross Profit Margin by communicating margin enhancement/erosion implications to the project and studio.



- Assists AE/AM/Sales with project deposit/final invoices.
- Communicates order information, acknowledgements, delivery/receiving status, and installation to the appropriate parties, including sub-contractors and technology vendors.
- Provides/Maintains weekly technology project forecasting to support technology meetings.
- Attends Team and Departmental meetings – key contributor to project execution and communication on product availability, installation, execution, and identifying outliers that may impact the project.
- Creates installation packets for the installation manager/scheduler
- Communicates estimated shipping/receiving dates to internal project stakeholders (sometimes external – at the request of the director/installation management).
- Follow up with reconciliation and completion of projects with invoicing and order close out processes.
- Works closely with the studio leadership to create efficiencies in process, profitability, and streamlining the overall customer experience to provide a successful project execution.
- Manage the organization and helps to assist/facilitate weekly team meetings to ensure the status of all projects and transactions are current
- Provides timely, consistent, and clear information to the Account Executive/ Install manager through status reports on:
 - Executed Contracts/Contract Administration Support
 - Acknowledgement & Ship Dates
 - Project Schedule
 - Delivery/Installation
 - SOW (LQR)
 - Project Punch
 - Project Closeout and Collection
- Assists with inventory management of LIS inventory: To include order check out/check in, and quarterly inventory count/reconciliation.
- Manages relationships and orders with transactional customer types, ie: American Interiors/Studio Box Sales
- Maintains comprehensive understanding of customer's needs, corporate goals, business practices, and satisfaction/performance criteria
- Is expected to work directly with the Account Executive regarding team's performance, including operational decisions

This position is: Non-Exempt/Full-time **Salary Range:** \$43K-\$63K annually



Experience/Requirements

- Communicative; able to communicate in a professional manner, both internally (team, department) and externally (vendors, reps, clients).
- Independent; flexible and capable of setting priorities pertaining to work loads.
- Organized; able to organize daily duties by multitasking, managing your time and communicating realistic expectations.
- Works well under pressure; able to work well under time constraints, project deadlines, heavy workloads, day-to-day challenges, and business demands.
- Efficient; able to develop a work style to create your most efficient work day.
- Gatekeeper: able to hold others accountable for their responsibilities to maintain project structure and margins.
- Proactive; able to develop a work style that is consistent and pro-active in follow-up, tracking and monitoring projects from beginning to end.
- Team Player; values the importance of being a team player within the structures of your team, your department, and Workplace **elements**.
- Adaptable; able to adapt to a multitude of different work styles and personalities.

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 Kegerator / Wine in our Centralized Downtown Location