



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.

Job Summary

The Sales Coordination Manager has leadership responsibility and accountability for the Furniture Sales Coordination team and the accuracy and timeliness of their work product. This includes order entry, order tracking, coordination with other departments with respect to ship dates and planned install dates through to project close out and invoicing.

Job Responsibilities/Duties

- Lead weekly Studio Coordination meeting driving accountability on action steps and team initiatives.
- Ensure accuracy of orders in CORE
- Provide the team with ongoing support, training, and assistance issues and questions as they arise
- Monthly review of backlog with the team, monitoring projected invoice dates for accuracy
- Accounts payable oversight for the team
- Recruitment, selection, and training of new associates
- One on One meetings with all coordinators
- Performance reviews
- Review and proof orders for accuracy, completeness, and anticipated project profitability
- Proactively communicate order information, delivery status and installation to appropriate parties both internally and externally including sub-contractors and vendors
- Invoicing and order close out process
- Collaborate with other department Leads, Managers and team personnel to maintain Integrity of Business/Department Reporting

This position is: Full-Time/Exempt



Salary Range:

- \$55,800-\$78,500

If you would like to be considered for upcoming positions, please reach out to hr@workplaceelements.com.

Required Skills/Abilities

- The position requires excellent detail communication, strong customer service skills, easily adapt to change, delegation techniques to empower and teach team members and strong organizational practices.
- Ability to work independently, make decisions, and an understanding of when to escalate issues
- Excellent oral and written communication skills
- Proficient in Outlook, Word, and Excel
- Strong attention to detail
- Strong work ethic
- Ability to identify complex problems and lead development of creative and advanced solutions
- Strong time management skills

Education and Experience

- 4 year college degree required
- Minimum of 2 years of Sales Coordination experience is preferred
- Minimum of 2 years' experience with CORE

Environment

- Sitting, standing and repetitive keyboard movement

Employee Benefits & Perks

- 3 Weeks of Paid Time Off for Full Time Employees, Plus additional paid time off to volunteer
- Hybrid work model
- 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

elements is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

For information on **elements** including more information on employee benefits and our company culture, visit our website at www.workplaceelements.com.