



# Sales Coordinator, Furniture

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## 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**

This position is responsible for the sales order entry processes, including the management of client orders from order entry through to invoicing for the Furniture Studio. This position assists the sales team in coordinating project timelines and installation schedules, and order management. The delivery of consistent and constant vendor communications to provide timely and accurate project updates both internally and externally is a must.

## **Required Skill Sets:**

- Proficient in Microsoft Office
- Flexible, with the ability to set priorities based on workload
- Adaptable to a multitude of different work styles and personalities
- Prior project management or inside sales experience preferred

## **Position Type:**

Full-time

## **Essential Function**

- Coordinate internal contract signature process and all related documentation.
- Maintain gross profit margin by keeping tabs on “dollars in and dollars out”
- Review and proof orders for accuracy and completeness
- Coordinate sample package for submittal approval for projects awarded
- Communicate order information, delivery status and installation to appropriate parties both internally and externally including sub-contractors and vendors
- Maintain electronic master sales order file ensuring accurate and complete information is available for each project
- Follow up with installation and completion through to invoicing and order close out process
- Other duties as assigned



## **Education and Experience**

- Prior sales, inside sales or project management experience preferred.
- Adaptable to learn new software systems and processes
- The ideal candidate will be proficient in MS Office, flexible with strong communication skills.

**Salary Range:** \$42K – \$53,500K

If you would like to be considered for upcoming positions, please reach out to [hr@workplaceelements.com](mailto:hr@workplaceelements.com).

## **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 Keegerator / 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](http://www.workplaceelements.com)