



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

In addition to performing the Furniture Sales Coordination role in support of specific teams and projects, the Senior Furniture Sales Coordinator (SFSC) will support the Sales Coordination Manager in ensuring the department meets internal and external performance and execution standards of excellence.

The SFSC will have developed a high level of expertise in the furniture studio sales process, large project execution, CORE, engagement with accounting department, vendor relationships, as well as training and development.

Job Responsibilities/Duties

- Professional, timely, accurate communication throughout the Sales Order Process, both internal and external.
- Coordination and follow up of order entry, order management, vendor interface/acknowledgements, team updates and order close-out.
- Provide up to date projected installation dates and information through communication with the team. Providing finance accurate information for company projections and goals.
- Maintaining Gross Profit Margin by keeping tabs of GP and margin erosion.
- Assist AM/AE with the preparation of project proposals.
- Review and proof order for basic information accuracy and completeness using **elements** Order Checklist.
- Enters orders into business system, submits Purchase Orders to Sub Contractors for labor and to Vendors for product.
- Interface with factories in a timely manner on order status, pricing, current lead times, reservation of manufacturing for pending orders and special requirements.
- Understand or seek to understand our business systems and vendor electronic interactions and their functions.
- Follow internal and vendor process and procedures to maintain the best possible project outcome.



- Communicate order information, delivery status and installation, to appropriate parties both internally and externally, including sub-contractors and vendors.
- Attend Team and Department Meetings.
- Be available for internal and external challenges and emergencies that may arise.
- Maintain electronic master sales order file ensuring accurate and complete job status reflected in current business system.
- Create Installation Packets for PM or Scheduler.
- Maintain communication of ship dates and arrivals with Team.
- Follow up with Installation Completion through to invoicing and order close out processes.

This position is: Full-Time/Exempt

Salary Range:

- \$48,500-\$63,500 annually

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

Required Skills/Abilities

- Adaptable to a multitude of different work styles and personalities
- Previous project management or inside sales experience preferred
- Previous Project Coordinator experience preferred
- Ancillary and systems furniture experience required
- Microsoft Suite; Word, Excel, Outlook experience required
- Strong Verbal and Written Communication Skills
- Excellent Time Management Skills
- Strong Problem Solver, highly organized
- Experience in successful large (\$1M+) project execution required
- 3 years minimum Furniture Sales Coordination experience required
- Experience and ability to train others required
- Demonstrated leadership skills required

Education and Experience

- 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 Kegerator / 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.