



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 Construction Studios. This position assists the sales team in coordinating project timelines and installation schedules, contracts, payment applications 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.

Essential Functions

- 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
- Enter orders from ProCent into CORE to maintain an accurate reflection of orders in ProCent.
- 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
- Coordinate pay applications and contract documents as required
- Follow up with installation and completion through to invoicing and order close out process
- Other duties as assigned

Required Skills/Abilities

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



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.

Work Environment

This is primarily an in-office position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

This position is: Non-exempt/Full-time

Salary: \$45k-\$58,500 annually

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

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