



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 planning, coordinating, and overseeing all tasks, critical order dates, budget, invoicing, and customer satisfaction for assigned projects inside the Environmental Graphic Design Studio. This position assist EGD Project Managers in coordinating project timelines, installation schedules, contract review, payment applications, approving vendor payments and order management. Works closely with team throughout all phases of all projects to provide timely, accurate, and professional communication internally as well as externally.

Job Responsibilities/Duties

- Maintain Gross profit margin by keeping tabs on “dollar in and dollars out”
 - Tracking discrepancies in costs and sells
- Be able to follow EGD order entry process and understand **elements** internal methods for preparing and entering a EGD order
- Ensure **elements** project team has a signed contract or letter of intent prior to order entry
- Assist in reviewing contract and associated documents
- Generate purchase orders from our financial system
- Send purchase orders to vendors to order materials or labor
- Track all products from vendors to ensure accuracy, timeliness of order, and follow up with **elements** Project Manager to ensure deadlines are met
- Assist in track and organizing all deadlines and action items as needed
- Assist in the creation of labor installation packets and documentation
- Project closeout package creation
- Project financial closeout
- Responsible for reviewing backlogs and relaying information to finance
- Responsible for reviewing incoming invoices from vendors and sub-contractors to ensure dollar amounts match, are approved, or are not approved along with next steps to close them out
- Attend team meetings to review status orders, install, billing, invoicing, and anything else pertinent to project team.

- Attend various meetings including but not limited to Pre-Order Entry, Pre-Installation, Departmental, Financial Reviews, Project Closeout, etc.
- Other Duties as assigned

Environment

- Sitting at a computer for extended periods of time in an office setting (primary job function).

This position is Non-Exempt/Full Time

Salary Range: \$46,500 - \$58,000 annually

Experience/Requirements:

- Minimum 2 years of project coordination, sales coordination and/or financial analysis experience. Preferably in the construction or commercial interiors industry.
- Strong written and verbal communication skills
- Requires excellent customer service skills
- Must have prior hands-on experience with subcontractors, submittals and document tracking
- Must be extremely organized, with good time management skills and the ability to work independently with minimal guidance.
- Must be able to analyze and problem solve, even with significant ambiguity
- Proficient in Microsoft Office (Excel, Word, and Outlook).
- Experience with Smartsheet, Procore, or CORE is a plus

Work authorization:

- Candidates must be able to pass a background check and be authorized to work in the United States.

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.