



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 Arts 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.

Summary of Position

The Furniture Project Coordinator is responsible for managing project execution from order entry through installation and invoicing. This individual works closely with the sales/design lead to provide a seamless and efficient client experience.

Job Responsibilities/Duties

- Manages the ordering, installation scheduling and project closeout of furniture related orders.
- Enters order as specified by sales/design lead, spec check for accuracy to ensure correct items are ordered at the indicated price/margin.
- Provide design insight and support to ensure correct solution is developed.
- Utilize internal systems to validate prior orders for consistency.
- Collaborate with client and install team to ensure installation requirements are understood and executable.
- Track orders with manufacturers to ensure timely acknowledgements and delivery dates are provided
- Provides timely order status updates to customer.
- Upon receipt of order, directly coordinate and schedule installation activity with client and internal installation team.
- Engage and trouble shoot as necessary to ensure installation excellence.
- Own punch process when necessary
- Follow up with client to validate client is pleased with result
- Process work order for invoicing.

This position is: Full-Time/ Non-Exempt

Salary: \$43k-\$58k



Experience/Requirements:

- Proficient in Microsoft Office; E-mail, Excel, Word, Power Point
- Excellent collaborative teamwork and coordination skills are required.
- Demonstrated organizational skills - able to organize daily duties by multitasking, and managing competing priorities
- Excellent customer communication skills and professionalism
- Design background is preferred
- Self-motivated and driven to meet internal team deadlines along with client expectations.
- Proactive; able to develop a work style that is consistent and pro-active in follow-up, tracking and monitoring projects from beginning to end.
- Team Player; values the importance of being a team player within the structures of the team, department, and company

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