

Sales Coordinator, Slate

Compensation: \$ 23.00 – 29.00 /HR

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

This position is for our studio Slate, Colorado's premier commercial furnishing contractor.

Job Summary:

This role will be responsible for coordinating project timelines, the sales order process from entry through invoicing, and coordinating across multiple teams to ensure a successful project completion.

Essential Functions

- Assist Account Manager, Account Executive, and Project Coordinators with proposal and product specification support.
- Coordination and follow up of order entry, order management, vendor interface/acknowledgements, team updates and order close-out.
- Coordinate project timelines and status reports.
- Review and proof order for basic information accuracy and completeness using elements Order Checklist.
- Enters orders into the business system, submits Purchase Orders to Sub Contractors for labor and to Vendors for product.
- Delivers consistent and constant vendor communications to provide timely and accurate project updates, both internally and externally.
- Interface with factories in a timely manner on order status, pricing, current lead times, reservation of manufacturing for pending orders and special requirements.
- Provide up to date projected installation dates and information through communication with the team.
- Provide finance accurate information for company projections and goals.
- Other duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- Prior experience as a Sales Coordinator preferred.
- Furniture Industry experience preferred.

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.