



# WELCOME TO CONTEMPORARY OFFICE INTERIORS

## Job Description

Job Title: **Project Coordinator (Calgary, AB)**

Department: **Flooring**

Reports To: President Flooring

Prepared Date: April 2021

---

## KEY ACCOUNTABILITIES & PERFORMANCE OBJECTIVES

The primary accountability of the Project Coordinator is to support the Flooring team during the pre-order entry phase through to follow up. Assisting the team in meeting their sales goals by providing timely and accurate support.

## KEY ACCOUNTABILITIES

### Sales Support and Administration:

- Ensures documentation standards are maintained on all account activities with a customer first service level following processes and procedures
- Attends sales, team and other meetings as required
- Works cooperatively with team members to achieve annual sales goals and business objectives

### Reporting and Documentation:

- LEED packages
- (O&M) Operations, Maintenance and Warranty packages
- Safety documentation
- Contract Review and supporting documentation

### Order Preparation and Management

- Assists sales and team members in specifying product, pricing, product research, sourcing new products and technical order information including custom requirements.
- Works with manufacturers to obtain lead times, contracts, discounts and pricing for order quotes.
- Enter orders into business system (CORE)
- Reviews and proofs order for basic information (ship to, bill to, contract number etc.) for accuracy and completeness
- Reviews and prepares orders for invoicing

### Vendor Relations:

- Arranges material pick ups
- Reviews installer invoices for accuracy
- Works with AP to clear up invoicing differences

**Accounting:**

- Assist the accounting department in floor covering billing
- Assist the accounting department in floor covering collections
- Provide when required credit review of new floor covering customer
- Assist in onboarding new installers

Other duties as assigned

**The Right Fit:**

We care about who you are as much as what you've done. You're a great fit for this opportunity because you're:

- **Strategic** – you're always thinking several moves ahead, adding value every step of the way to win an even larger share of customer spend.
- **Driven** – you love finding a opportunity, tracking it down and closing the deal.
- **Customer focused** – you see every decision through the lens of the customer, winning their loyalty by constantly putting them first.
- **Organized** – you are able to multi-task without dropping anything, because you have systems and a mind for details.
- **Conscientious** – you have strong attention to detail and outstanding follow through, because you care about the impact your work has on all involved.
- **Open** – you share your thoughts freely, collaborate well, and welcome feedback on your work.
- An exceptional communicator – you are service orientated adjusting your style to suit your audience and achieve clarity in every medium.

Above all, you care. The outcomes matter deeply to you, and those include the project success, the bottom-line impact, and the relationships you build along the way.

**Disclaimer:** *The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to change or modify such duties as required.*

**Please send your resume and cover letter to our HR department at [HR@coi.bz](mailto:HR@coi.bz).**