

PROJECT COORDINATOR

Department: Logistics

Reports To: Director of Logistics

Job Type: Full-time

JOB SUMMARY

If you are looking for a career where you get to create dream-worthy spaces while using other people's money, read on!

Mitsch Design is a leading commercial interior design, architectural firm and full line furniture dealership that is known for its innovative thinking and expert implementation of design. We are on the search for a rockstar Project Coordinator with a passion for all things coordination, and a knack for details to join our team of creative and passionate staff. The Project Coordinator works with our fully integrated team of architects, interior and furniture designers, and procurement specialists to coordinate and install the full furniture, art and accessories package of our award-winning projects.

Don't remain stagnant in your current role but expand your career and join our exceptional team of creative, energetic, and innovative leaders in the industry. We are ready for you!

DUTIES & ESSENTIAL JOB FUNCTIONS

- Creates engaging experiences with clients/vendors/internal team members
- Promotes and encourages elevated customer service within the Team
- Crafting and driving creative solutions
- Delighting vendors and turning them into advocates for our company
- Creates clear expectations on post order process and next steps for installation coordination
- Ensures all receiving is complete, accurate, and timely
- Manages and drives post order projects through a successful and on-time installation with clients and team
- Protect margin erosion
- Create installation deliverables that describe/document the design and furniture expectations of the project
- Provide on-site guidance to install partner and designers.
- Provide clarity and completeness for installation through punch
- Maintains project, client, and internal inventory

- Maintains install partner relationships
- Works within team setting well, seeking mentorship within in unknown areas
- Providing motivation and inspiration to team members
- Share expertise in post order knowledge
- Other duties as assigned.

SKILLS & QUALIFICATIONS

- Driving own time management of tasks and deadlines
- Strategizing with Managers/Directors to prioritize tasks and time to meet deadlines and create efficiency
- Open to feedback and seeks critique to grow
- Excellent verbal and written communication skills
- Ability to coordinate with multiple teams and resolve any issues regarding operation and delay
- Ability to travel on behalf of the company
- Detail-oriented with excellent problem-solving and organizational skills
- Strong leadership and time management skills with advance attention to detail
- Ability to come to work with a smile on your face and willingness to have fun

EDUCATION & EXPERIENCE

- Bachelor's degree
- 2-4+ years' experience in Project Coordination/Scheduling (preferably Furniture Dealership Industry)
- Must: Microsoft Office (Word, Excel, and Outlook in particular)
- Preferred: Powerpoint, ERP Software (Core, Team Design, Emanage, etc)

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

ABOUT US

At Mitsch Design we create spaces that EMPOWER and TRANSFORM people through the environments they interact with. Founded by Jeryl Mitsch in 1989, this **Certified Women-Owned Business** has completed award-winning projects locally, regionally, and nationally. Areas of expertise include Multi-Family, Corporate, and Senior Living. The firm invests in state-of-the art technologies to enhance Client interaction and total project solutions. The Mitsch Design team consists of experienced NCIDQ designers, licensed architects, furniture designers, and logistics specialists. We are large enough to handle projects of virtually any scope and offer a broad range of solutions across the country.