Job Description

Position: Project Coordinator

SUMMARY OF POSITION
Responsible for organizing project information, ordering and monitoring materials, and maintaining ongoing project documentation through completion under the direction of the Project Manager and/or Account Executive.

EDUCATION AND EXPERIENCE
- 3 years’ experience in an office environment with related customer service responsibilities.
- Prefer experience managing/supporting complex projects
- Independent and self-motivated

KNOWLEDGE, SKILLS, ABILITIES
- Proficient with Microsoft Word, Excel, PowerPoint
- Experience working with accounting software including an ERP system preferred
- Excellent analytical skills including the ability to document and communicate key issues
- Excellent organizational and quantitative skills
- Ability to manage multiple, and sometimes conflicting, priorities
- Ability to work with others in a rapidly changing environment
- Strong attention to detail

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Customer Service
  - Accountable for customer service calls, resolution of project issues through appropriate channels and communication of resolution to customer.
- Process Customer and Vendor Orders
  - Enter sales orders.
  - Create purchase orders.
  - Verify that incoming product matches product ordered.
  - Enter and maintain all information onto Project Scope document.
  - Assist Design/Engineering staff with project requests.
  - Communicate all updates or changes.
  - Follow-up with customer requests.
- Track project timelines
  - Track and maintain customer schedules.
  - Track and maintain all open purchase orders and due dates.
  - Follow-up to ensure displays are shipped on schedule and by correct ship method.
  - Work with accounting to ensure Sales Invoices are generated timely and accurately.
  - Track and resolve backorder issues.
- Maintain documentation
  - Draft estimate letters and invoice letters.
CHANDLER

- Collect and organize back-up documentation.
- Complete project folders for archiving.
- Responsible for all shipping documentation.
- Obtain Proof of Deliveries for invoicing.
- Maintain Sage 100 and all related files.
- Document all customer requests.

**PHYSICAL DEMANDS**
- Frequent sitting and/or standing

**WORK ENVIRONMENT/CONDITIONS**
- Work is primarily done in an office environment.

Interested in joining the team?
Send your resume to hr@chandlerinc.com with the position title in the subject line