

PROJECT COORDINATOR

TotalOffice Interiors, an established greater Boston contract furniture dealership, is seeking a Project Coordinator. This individual will support the Design & Project Management Departments while reporting directly to the Coordination Manager. The Coordinator will provide assistance across all aspects of the furniture specification process and throughout order entry/management, scheduling and project logistics.

Responsibilities:

- Mostly work with the Design Team in developing comprehensive furniture proposals for corporate, educational and healthcare clients.
- Assist in analysis, preparation and submission of client proposal.
- Work with vendors to develop pricing, ensure accurate lead time and billing.
- Collaborate with Project Management in coordinating delivery and scheduling of furniture project.
- Coordinate a project's ordering, product tracking, acknowledgement review, and communication with client / project team.

Qualifications:

- High attention to detail; ability to multi-task & prioritize.
- Exceptional writing, mathematical and communication skills.
- Strong design and spatial sense a plus.
- Previous experience in Design / Construction / Furniture industry a plus.
- Team player; self-motivated and able to take initiative.
- Superior computer skills: Microsoft Office Suite; Team Design or QuickBooks; Adobe Creative Suite.

Benefits: Salary, Bonus Program, Medical, Vacation, 401-K

TotalOffice operates as a highly collaborative, fast paced and cohesive team. Each member brings a high level of expertise and pride to their role and to every client experience. If you are the candidate we're looking for, please send your resume to: info@toi-inc.com