

PROJECT COORDINATOR

TotalOffice Interiors, a fast-growing Boston based office furniture dealership, is seeking a **Project Coordinator**. This individual will support the **TotalOffice** Design Department and assist across all aspects of the furniture specification process.

Responsibilities:

- Work directly with the design team in developing comprehensive office furniture proposals for clients representing the corporate, educational and healthcare sectors.
- Develop furniture solutions for the entire workspace based on client feedback pertaining to style, function and budget. Present solutions at project meetings.
- Assist in analysis, preparation and graphics of a client's presentation.
- Work with vendors to develop project pricing and ensure accurate lead times.
- Coordinate a project's order entry, product tracking, and update project team.
- Act as primary liaison with vendors in identifying industry trends, beneficial products and organizing vendor outreach.

Qualifications:

- Bachelor's Degree in Interior or Graphic Design a plus.
- Experience in design, furniture industry or retail/showroom customer service a plus.
- Strong computer, mathematical and communication skills.
- High attention to detail, ability to multi-task & prioritize.
- Spatial sense and design flair.
- Team player; self-motivated and able to take initiative.

Offering above market compensation plan & benefits

TotalOffice operates as a fast paced and cohesive team. Each member brings a high level of expertise and pride to their role, applying it to every client experience. If you are the right candidate, please send resume to: dbriskie@toi-inc.com