



Job Description

Project Coordinator

Merchants Office Furniture, Colorado's longest established office furniture studio, is seeking a full time Project Coordinator ("PC"). This role is for a smart, well organized individual that will thrive in an exciting, team-oriented environment. We want to hire a person with a strong desire to help build Merchants' reputation for high ethics, professionalism, and efficiency. These qualities are central to delivering great projects and make our company fun and successful.

The PC will be central to coordinating daily workflow. As a key facilitator to the 15 employees of Merchants, the PC will provide support to all projects from start to finish.

Responsibilities:

- Project management support
- Scheduling deliveries and pickups
- Execute all orders (Quickbooks Online) from start to finish
- Provide support to the team in preparing client presentations and formalizing RFP/Q responses
- Inventory, bill pay, and account support
- Some inside sales and incoming calls

Requirements/Skills:

- College degree
- Good attitude, personable
- High proficiency with email, scheduling, and typing
- Proficient at Microsoft Office – Excel, Word, and Power Point
- Excellent organizational skills
- Willing to show initiative
- Ability to work from 8am-5pm Monday-Friday