



CANTER PROJECT COORDINATOR JOB DESCRIPTION

Canter, a leading independent manufacturer's representative firm of KI, is looking for a Project Coordinator. This position will be based out of our Lakewood, CO office and will perform job responsibilities within the state of Colorado for projects in Colorado, Utah and Wyoming.

The Project Coordinator will provide exceptional sales, product and/or order support to defined Canter team members; their customers, dealers and other business partners for all products, including Loose Furniture, Systems, Wall and Fixed Seating, across all channels. Coordinator will be responsible for all inbound pre-sales and post sales *administrative* activities generated.

Sales Support Primary:



- Develop and supply one comprehensive quote to Sales Reps and customers with all products including Loose, Systems, Wall and/or Fixed utilizing CORE.
- Support mock-up process that includes approval, review, installation and disposition.
- Facilitate process for installation estimates, samples orders, pricing and approvals.
- Provide pricing for all products.
- Define project needs based on communications and establish expectations including delivery dates.
- Facilitate order entry for all projects including Loose, Systems, Wall and Fixed Seating.
- Track order entry process; printing and confirming sales acknowledgment with quote and drawing.
- Facilitate Acknowledgment Check; reviewing project details with order acknowledgment, final quote, specification document and drawings to mitigate cost-of-quality.
- Works with manufacturer partner to achieve desired lead time.
- Performs all logistics planning with manufacturing partner.
- Tracks all shipments to interim (installer warehouse) and final destinations.
- Schedules installation with End User, Representative and Canter Concierge.
- Manages communication flow from order entry to installation.
- Generates and send project invoices to Sales Representative
- Provides statements of account upon request.





SKILLS

- Advanced knowledge of Windows, ALL Microsoft Office Programs including but not limited to Outlook, PowerPoint, Excel, and Word.

CORE

- Self-motivation and flexibility are a must as the candidate will be alone in the Showroom for a significant amount of time, or will be required to work flexible times to accommodate Team needs, which will be identified in advance.
- The candidate will frequently be required to manage several tasks and requests at one time, so the ability to prioritize, time management, and goal setting are integral to this position.
- The candidate may find the Showroom environment hectic & distracting at certain times and must possess organizational & stress management skills.

Candidates should have the ability to read and understand installation drawings. Strong supervisory, communication and computer skills are also required. Experience in the commercial furniture industry is a plus.

The ideal candidate should be intuitive, extremely detail-oriented and possess strong communication and technical coordination skills. One to three years of project coordination experience, a 2 or 4-year related college degree, or a background with interior furnishings is preferred. Must have a valid U.S. Driver's License.

This position reports to the General Manager.

If you are looking for a new career opportunity, e-mail your resume to Michele Abeyta at mabeyta@ccanter.com

For more information about our company, please visit www.ccanter.com