



Design Project Coordinator

(Job Boards)

We partner with homeowners, contractors, designers, and architects in the journey of remodeling and building, so our clients can stop feeling overwhelmed and enjoy a smooth and personalized experience guided by trusted experts delivering a captivating, functional, and livable space.

We are currently recruiting for a Design Project Coordinator to join our amazing team!

- *Are you a creative and analytical person who puts what is best for the team and clients first?*
- *Do you have a client-forward attitude with the proven ability to prioritize tasks in order to effectively meet deadlines and provide high quality service to clients?*
- *Are you an enthusiastic team player that is a fantastic communicator and wants to contribute to our terrific work environment and culture?*
- *Are you someone who aspires to grow your skills in a growing company?*

If so, read on. You may have found your next career opportunity.

As the Design Project Coordinator you will be in charge of organizing the showroom and assisting our Designers in guiding and assisting clients in choosing all their interior design selections. Under the supervision and direction of Designers, you'll support project management from conception to installation including working within timelines, being an instrumental liaison with clients, vendors and contractors. All the while, you'll have the opportunity to work in a friendly and positive work environment where your coworkers will feel like family.

Project Design Coordinator compensation and benefits

- *Competitive Salary*
- *Health Insurance Reimbursement*
- *PTO Package*
- *Work from home days (10 days per year)*
- *Retirement 4% match in your personal retirement plan*
- *Family owned and operated team culture*

As the Project Design Coordinator, your primary responsibilities will include:

- *Managing logistics and client expectations for many projects simultaneously*
- *Assist in preparing full scaled design presentations including preparing final selection boards*
- *Work alongside the designers and the WKB Team with multiple jobs simultaneously, in a fast paced work environment*
- *Aid in selection of accessories, lighting, and finished materials*
- *Willingness to be coached to consistently improve your skills and abilities*

To be successful sitting in the Design Project Coordinator position, you'll need to:

- *Have excellent communication skills, both written and verbal*
- *Have proficiency with typing and various technologies such as Google suite*
- *Accurately translate into CAD field measure spaces in detail*
- *Maintain accurate records for internal job processing and analysis*
- *Receive and inventory cabinet deliveries at project sites*
- *Oversee countertop templating and installation*
- *Run errands to job sites, gathering photos for problem-solving, etc.*
- *Transfer finalized designs from CAD into accurate cabinet orders*
- *Be able to potentially create contractor plans*
- *Keep client boards in our CRM updated with selections and dates*
- *Assist Designers with logistics planning and communications*

Best reasons to join Woodstock Kitchens & Baths:

1. *You'll get to be a part of a company that acts with integrity. We are led by The Golden Rule - Treat others the way you want to be treated.*
2. *You'll play a vital role in a team of effective communicators. We are exceptional communicators, carefully setting and managing expectations with our clients, contractors, and one another.*
3. *You'll have the opportunity to be part of a team of relationship builders. Building trust and relationships, and delivering exceptional service is where we shine!*

We only have one available position and we are looking to hire ASAP. If this speaks to you or you know someone who perfectly fits the description, waste no time and click the APPLY button right now!

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To apply - Send your resume and cover letter to *marcus [at] woodstockkitchens [dot] com*.