



LANDMARK STAFFING

Job Title: Project Coordinator

Location: Kitchen Tune-Up Grand Junction

Job Type: Full-time

Reports To: Business Owner

Growth Plan/Career Path: Project Coordinator → Project Manager → Operations Manager → General Manager

About the Role

We are seeking a highly organized and detail-oriented Project Coordinator to support operations including job scheduling, material ordering, warehouse receiving, and customer communication. This role will require frequent use of Microsoft Office tools, project management platforms, and clear client communication. Cabinet industry experience or a design background is preferred.

The ideal candidate will serve as a key point of contact between internal teams, vendors, and clients—ensuring seamless execution of projects from start to finish.

About Us

Kitchen Tune-Up Grand Junction, CO has been a trusted provider of kitchen improvement services in the Grand Junction community. Our commitment to quality, customer satisfaction, and employee development sets us apart in the industry. Join our team and be a part of our success!

Position Summary

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Key Responsibilities

Job Scheduling

- Develop and maintain daily and weekly project schedules
- Assign and dispatch field crews or installers based on project needs and availability
- Monitor job progress, resolve scheduling conflicts, and communicate changes proactively
- Coordinate closely with internal departments and clients to ensure alignment

Ordering & Procurement

- Generate and manage purchase orders based on cabinet and material requirements
- Coordinate with vendors and suppliers for timely and accurate deliveries
- Track and manage inventory levels to ensure project continuity
- Confirm material specifications, finishes, and order accuracy with design and project teams

Warehouse & Receiving

- Oversee receipt of incoming materials; verify against purchase orders and packing slips
- Collaborate with warehouse staff to organize, label, and manage inventory
- Inspect deliveries for quality and accuracy, reporting issues promptly
- Maintain accurate documentation for receiving, shipping, and returns

Customer Communication

- Serve as a professional and responsive point of contact for clients throughout the project
- Provide timely updates on scheduling, deliveries, and project milestones
- Communicate any changes or delays clearly and proactively
- Support a positive client experience through strong communication and follow-through



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Qualifications

Experience

- At least 5 years of proven success as a project manager that can transform and optimize systems and processes
- 2+ years in project coordination, logistics, or operations support
- Cabinet industry or design background preferred (e.g., kitchen/bath cabinetry, millwork)
- Experience with warehouse receiving, purchasing, and job scheduling highly beneficial

Required Skills

- Proficient in MS Office Suite (Excel – Expert, PowerPoint – Expert), Google Workspace, CRMs, and project management software (especially Monday.com or similar)
- Exceptional organizational skills and attention to detail; ability to bring structure to complex processes
- Self-motivated and independent; capable of working alone in a showroom/warehouse setting
- Excited by precision, spreadsheets, time blocking, Gantt charts, and structured workflows
- Strong client service mindset; able to anticipate and meet homeowner needs
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and deadlines effectively
- Strong problem-solving mindset with a focus on details
- Able to work independently and as part of a team

Education

- High school diploma or GED required



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- Associate's or Bachelor's degree in business, design, or related field preferred (or equivalent project management experience)

Physical Requirements

- Ability to lift and move materials up to 50 lbs on occasion
- Time split between office and warehouse environments

Work Environment

- Office and warehouse setting (may be loud when cabinet work is in progress, quiet at other times)
- Fast-paced and deadline-driven
- Regular interaction with clients, subcontractors, vendors, and internal staff
- Dress code enforced; uniform provided