



CAREER POSTING

Project Coordinator

September 2010

DESCRIPTION:

Watson Furniture Group is seeking a dynamic individual for our Project Coordinator position. This is a pivotal role, responsible for providing support and assistance to our outside sales force with project specifications. Responsibilities include the following, but other duties may be assigned:

- Assist reps, dealers, consultants, designers and architects in ease of specification, application, critical time path and phasing of product.
- Prepare simple space planning documents and coordinate the larger space planning activities w/ the CAD group.
- Ensure a timely order-entry process and complete order-proofing process.
- Accurate and timely contact management discipline to proactively lead territory support.
- Coordinate product delivery, installation, and customer services activities with client, installation team, and shipping manager.
- Maintain excellent current product knowledge and develop creative and accurate product specifications.

REQUIREMENTS:

Qualified candidates will have 1-2 years experience in a similar role. Candidates must be proficient with the Microsoft Office Suite, especially Outlook and Excel, and be able to demonstrate the following skills:

- Must assume ownership of projects, customer relations, quality of work, and take the time necessary to get the job done.
- Must be able to meet tight deadlines and cope with changing work demands.
- Must actively participate in a team orientated working environment.
- Must communicate clearly and professionally with outside clients.
- Must be detail-oriented, able to react quickly, and have good problem-solving and decision-making skills.
- Must have good time management and administration skills.
- Must be proactive, and able to educate as well as provide information to our clients regarding our products.
- Must have an understanding of the sales role.
- Previous experience in a sales-focused customer service role a plus.
- Previous design/furniture experience a plus.
- College degree preferable.

SALARY:

We offer competitive salary and excellent benefit package. Salary is dependent on experience. We are an Equal Opportunity Employer. Women and Minorities are encouraged to apply. Qualified applicants should submit a cover letter, resume, and salary history to:

hr@watsonfurniture.com

or

Fax: (360) 394-1320

For information about our company, please visit our website at www.watsonfurniture.com