



### **Design Project Coordinator**

This is a very involved role and would suit an individual who is a self starter with a creative artistic temperament and who adapts well to many different situations and people. Duties will vary and range from answering and directing calls, working with clients, liaising with suppliers to assisting the Principal Designer on the day-to-day operations of a busy design firm.

### **Qualifications and Experience**

- Knowledge of Microsoft Office applications, Quick Books & Mac
- Some CAD experience would be an asset
- Car is a must as travel is involved.

### **Skills**

- Strong ability to multi-task in an efficient and timely manner.
- Excellent problem-solving skills and have a high level of energy and integrity.
- Able to effectively communicate with outside vendors.
- Possess basic clerical skills including: typing, filing, copying and faxing,
- Knowledge about computers.

### **Responsibilities/Tasks**

- Track progress of projects, organize weekly Work Schedules and identify tasks to be completed. Liaise with client and provide project updates.
- Discussion with suppliers for availability, fabrication details, lead times and pricing for selected items.
- Preparation and coordination of Quotations, Purchase Orders, Fabric Sample Requests/Reserves and any other paperwork required to complete the execution and installation for the selected items.
- Track the progress of all orders for furnishings, fabrics and custom pieces. Coordinate deliveries.
- Interface with trades/subcontractors and provide on-site supervision as needed.
- Return samples, research vendors, run errands and make deliveries as required.
- Ensure resource materials are organized, catalogs are current and all manner of samples are up to date.
- Log time records of all work activities and input weekly.
- Coordinate the collection of client accounts within 30 days
- Provide general office administration support as required.
- Maintain client confidence and good client relations and resolve customer complaints in a timely manner.

### **Compensation**

Hourly fee based on skill level

Mileage is reimbursed