



JOB DESCRIPTION

Job Title: Project Coordination
Department: Operations
Reports To: Business Systems/PC Manager
FLSA Status: Non-exempt

Position Summary:

This individual is the hub of all product procurement with both the Company's manufacturing relationships and its internal ERP system. This individual is also a key point of contact for client interaction in the pre and post sales phase of the project. Interfacing with different software systems, communication and the ability to multi-task are qualities that are necessary to be successful.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Project Coordination Specific Responsibilities:

- Places orders with manufacturers and ERP system
- Tracks orders and works hand in hand with project managers on a project-by-project basis
- Manages handoff of workbook and supporting documents from the Design department to project completion
- Main point of contact with the customer throughout the post-sales process when no Project Manager is assigned
- Main point of contact with the vendor throughout the post-sales process
- Ensures all documentation is collected prior to order placement
- Processes and reviews vendor acknowledgements
- Processes confirmation of product receipt & delivery
- Processes any change orders to projects
- Assemble & prepare workbook and work orders
- Processes returns to vendors or warehouse as needed
- Completes warranty and punch list claims in a timely manner
- Ensures accurate project costing of internal and external costs
- Reviews project costs and margin management with project manager and accounting
- Works with project manager to alert accounting of project completion and final invoice submission
- Utilizes error coding for margin erosion tracking
- Schedules installations with Field Services Manager
- Assist in month-end financial duties related to ongoing projects
- Projects as assigned by project managers and accounting manager as needed

2. Serve as a Steward of iSpace Core Values and Brand

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone.
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other.

3. Other duties as needed to meet business needs

Competencies: To perform the job successfully, an individual should demonstrate the following.

Cooperation – Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to coworkers. Works actively to resolve conflicts. Works cooperatively in group situations.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: A minimum of three years of experience in client or vendor relationship management, Supply Chain Management, Accounting, Management, or related field.

Computer Skills:

Proficient in Microsoft Office including Word, Excel, and PowerPoint.

Other Skills and Requirements:

- Strong computer software skills
- Strong resource management and organization skills
- Influential with the ability to implement change
- Flexible, adaptable, and open to others' ideas
- Strong critical thinking/problem solving skills
- Desire and ability to hold self and others accountable for operating according to iSpace core values in every interaction: striving to be the best, genuine, an authority, a visionary, tenacious and always be positive
- Strong decision-making skills.



Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature /

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature /

Date