



## **Garrett Brown Designs is looking for a new team member!**

GBD is a fast-growing, high-paced custom furniture and architectural millwork manufacturer in Westminster. We build custom furniture, casework, and architectural millwork for retail locations, restaurants, bars, hotels, and other businesses. We are looking to add a Project Coordinator / Office Assistant to our team to assist our team with office and project-based tasks. The ideal candidate will be highly motivated to learn and take on more responsibilities up to and including becoming a Project Manager.

## **Qualifications**

- Office Management 3-5 years experience (Preferred)
- Project Coordination within similar industries 1-3 years experience (Preferred)
- Project Management Professional Certification (Preferred)

The Project Coordinator is part of the process from start to finish. This person will be responsible for bid preparation, setting up PM software for the team, tracking the progress, and coordinating with the clients as needed throughout the project. Assisting with client relations, vendor and subcontractor contracts, managing project budgets, working closely with internal team members, and as the primary contact along with the Director of Operations and Sr. Installation Project Manager throughout the life of a project until final closeout and paperwork is done.

## **Responsibilities/ Qualifications:**

\*Thorough understanding of the projects' scope of work and provide a labor and cost estimates

- Schedule and work with the team to order all materials as needed
- Coordinate project needs with internal craftsmen, external vendors, on-site GC, and other trades
- Participate in internal and external project meetings
- Track production timeline and shipping dates of the product; coordinate and monitor large direct to site deliveries
- Prepare and detail out installation packets and coordinate installation teams' needs.
- Coordinate and lead internal pre-install meetings and post-install meetings

- Recording, submitting, and rectifying punch items
- Manage project timelines and schedules to ensure completion of all assigned projects
- Complete all paperwork and updates for the project management team in a timely manner
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**Skill Sets:**

- High skillset in customer service and customer satisfaction
- Expert communication skill set required
- Must be able to effectively provide detailed communication by using a variety of tools i.e., emails, texting, phone calls, in-person meeting
- Must be able to communicate with various personnel groups
- Demonstrate leadership skills
- Must be able to set clear deadlines, expectations, and follow up
- Laser focus on details
- Above-average critical thinking skills
- Effective in a team working environment
- Must have basic knowledge of core materials, differences in hardwood, plywood, and metals.
- Is at least 25 years old, and has a clean Colorado driving record (eligible to drive box truck for delivery and pick up duties.)
- Excellent knowledge of Google Sheets and Drive Documents
- Gantt chart knowledge a plus
- Computer knowledge required
- Able to read shop drawings and interpret them
- Working knowledge of woodshop terms
- Basic Fine Woodworking skills, installation of architectural millwork a plus
- Knowledge of Illustrator, Solid Works, Rhino, Sketchup, or other design programs preferred.
- Ability to schedule employees' workflow, manage budgets, and complete project documentation.
- Excellent people skills, 1+ years client management experience required

We are looking for someone who also possesses a charismatic and positive attitude with the ability to handle the stress of balancing multiple projects and deadlines. This person will work directly with the Owner of the company and the Director of Operations. The right candidate will be able to enjoy a casual work environment that includes a pet-friendly shop, paid time off, sick and mental health days, an optional medical plan, and the smell of sawdust.