

KIMMERLE WORKSPACE, Account Coordinator

Company Overview

Workspace has been providing procurement and purchasing services for Kimmerle Group's client base for over 25 years. As an integral part of Kimmerle Group's turnkey platform, Kimmerle Workspace works alongside Kimmerle Newman Architects, Kimmerle Branding and Kimmerle Project Management to ensure that client needs and project vision are incorporated at every level through furniture and fixtures.

Job Responsibilities

- Take on a critical supporting role in managing the lifecycle of a project after sale has been completed
- Develop specifications and orders based on design package and other client requirements
- Assist in overseeing the delivery and installation process and ensure that installation documents are prepared properly
- Coordinate billing and invoicing activity based on vendor contracts, pricing structures, and client budgets
- Assist with design image packages and preliminary budgets as required
- Assist in resolving punch list items
- Develop status and tracking reports as necessary
- Resolve pricing issues regarding chargebacks and costs
- Verify all CAD specifications for clarity and accuracy
- Attend client and project meetings as required

Required Experience

BS/BA in relevant subject area preferred

2+ years experience working at a Furniture Dealership, Manufacturer or Design Firm

Capable of reading and understanding blue prints, CAD or construction drawing

Strong communication skills, both written and oral

Highly motivated, persistent and skilled negotiator

Plans and carries out responsibilities with little to no direction, able to self-start

Comfortable working independently

Handles deadlines and pressure with ease

Knowledge of CET Designer, Project Matrix and/or Haworth's Lynx system is a plus

Location

Morristown, NJ

Compensation

Negotiable upon experience