

Furnishing Sales Project Coordinator

Years of Experience: 3-5+ years

Straughn Trout Architects, LLC is a dynamic and innovative architectural design firm known for our creativity and commitment to delivering exceptional design solutions. As we expand our services to encompass comprehensive furnishing solutions, we are seeking a highly motivated and organized Furnishing Sales Project Coordinator to join our team. This role offers an exciting opportunity to work at the intersection of design and sales, contributing to the successful execution of furnishing projects for our diverse clientele.

DESCRIPTION OF THE POSITION:

As the Furnishing Sales Project Coordinator, you will play a pivotal role in coordinating the sales, procurement, and delivery of furniture and interior furnishings for our architectural design projects. You will collaborate closely with our design team, clients, and suppliers to ensure seamless execution of furnishing solutions that align with our design vision and meet our clients' expectations. Depending on a candidate's qualifications, ability to complete all assigned tasks, and management of all assigned responsibilities, the firm will consider both part-time and full-time employment applicants.

RESPONSIBILITIES:

- Collaborate with the design team to understand the furnishing requirements of each architectural & interiors project and provide detailed furnishing proposals for clients based on the approved project design & budget.
- Conduct thorough market research to identify suitable furniture and furnishing suppliers, maintaining an up-to-date database of product catalogs and price lists.
- Coordinate the entire sales process, from generating leads and presenting proposals to negotiating terms and closing deals with clients.
- Prepare and manage furnishing project budgets for furnishing solutions, ensuring cost-effectiveness while maintaining high-quality standards.
- Work closely with manufacturers & fabricators to obtain quotes, samples, and product specifications, and facilitate product presentations to clients when required.
- Act as the primary point of contact for clients throughout the furnishing project, addressing inquiries, providing updates, and addressing any concerns promptly and professionally.
- Create and maintain furnishing project timelines and schedules, coordinating delivery and installation timelines with manufacturers, installers and clients.
- Coordinate the procurement process of purchase orders and track order statuses, ensuring timely and accurate delivery of products to project sites.
- Conduct site visits as needed to oversee the furnishing installation process, ensuring adherence to design intent and quality standards.
- Maintain comprehensive project documentation, including contracts, purchase orders, change orders, and correspondence, for accurate project record-keeping.
- Proactively identify potential project risks or challenges and work with the team to develop effective mitigation strategies.

QUALIFICATIONS:

- Bachelor's degree in Interior Design, Architecture, Business Management/Administration, Marketing, Building, Construction, or a related field from an accredited university.
- Proven experience in sales or project coordination within the furniture, interior design, building or construction industry.
- Procurement knowledge, including but not limited to purchase orders, budgeting and accounting procedures.
- Strong knowledge of furniture products, materials, and industry trends.

- Excellent communication and negotiation skills, both written and verbal, to effectively engage with clients and manufacturers.
- Highly organized with exceptional attention to detail and ability to manage multiple projects simultaneously.
- Proficiency in project management software and Microsoft Office Suite, including but not limited to: Word, Excel, Outlook, PowerPoint and other contemporary business software programs. SpecSource and InDesign knowledge is preferred, not required.
- Ability to work collaboratively within a team-oriented environment.
- Excellent interpersonal and customer relation skills.
- Ability to develop and monitor project schedules and budgets.

ESSENTIAL JOB FUNCTIONS:

- Ability to work typical 8-hour workdays, 5 days a week
- Ability to stand, sit, or walk for extended periods of time
- Able to grasp, lift and/or carry up to 35 pounds, as needed
- Maintain a neat, clean and well-groomed professional appearance
- Finger/hand dexterity to draw design ideas, operate a computer, and perform field measurements
- Maintain hearing, visual and sensory ability to observe/document spatial and environmental conditions
- Provide clear and effective spoken and written communication, feedback and direction through verbal acuity and basic math aptitude, interacting with both internal staff and external clients, consultants, and business partners
- Perform all tasks in an organized manner with a customer service-oriented approach and attention to detail
- Strong project management skills
- Demonstrate quality and thoroughness in all aspects of work performed
- Proactive problem solving skills
- Must be willing to meet job obligations and firm's commitments, as well as any other activity or task deemed necessary by immediate supervisor or Principals
- Must have reliable transportation and be willing to travel to project job sites and meetings, typically within 125 miles of the firm's Lakeland office, as necessary

ATTENDANCE:

Straughn Trout Architects believes in providing employment opportunities that allow staff to achieve a work-life balance that meets their personal and professional goals while increasing overall work engagement and productivity. Qualified candidates in this position may be eligible for the firm's hybrid attendance policy that combines in-office (Lakeland, FL) and limited remote work hours.

COMPENSATION:

A blended base salary and commission compensation structure is envisioned for this position to maintain performance and incentivize project completions. A fixed annual salary and the firm's standard benefits health package (health insurance supplement, retirement contributions, paid time off, reimbursable travel expenses, etc.) will be complemented with a percent-based sales commission.

Please e-mail your cover letter, resume, and work portfolio, if applicable, in PDF format to:
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