

# PRECISION COUNTERTOPS

## Project Coordinators

Precision Countertops is a leading custom countertop manufacturer in the United States; we service Oregon, Washington, California, Idaho, Montana and Alaska. With over twenty five years of experience manufacturing and installing countertops, we have thousands of satisfied customers. We are currently recruiting for **Project Coordinators**. Our success lies in the people we hire. We are committed to providing a personal and rewarding experience for every employee in our organization by offering a positive work environment and career advancement by promoting from within. If you are an innovative, service oriented team player and meet the following requirements below, we want to talk to you.

### **Duties & Responsibilities:**

We are looking for a highly organized individual who can serve as a hub of communication between contractors, retail partners, managers, and direct customer communication.

- Manage and direct projects
- Maintain exceptional working relationships with customers, designers, expeditors, contractors, and other staff in order to provide an outstanding customer experience
- Work a series of critical reports daily to ensure all aspects of each project are running smoothly by taking personal responsibility for their completion
- Other tasks to support the overall team as assigned by Manager

### **Job Requirements:**

- Strong phone communication and customer service skills
- Exceptional multi-tasking skills with an ability to prioritize tasks
- Self-Directed worker capable of staying on tasks with minimal supervision
- Excellent written communication and business email skills
- Experience using Outlook and other Microsoft Office programs
- Great attention to detail
- Ability to learn multiple computer programs and proficient typing skills
- Construction background or experience a plus
- Drug screen and background required

Precision Countertops offers a competitive compensation and benefits package. To see a listing of all our current openings, please visit our website at [www.precisioncountertops.com](http://www.precisioncountertops.com).

To be considered for this position, please submit resume and cover letter, with salary requirements, to [careers@precisioncountertops.com](mailto:careers@precisioncountertops.com).

Precision Countertops is proud to be an Equal Opportunity Employer