

PRECISION COUNTERTOPS

Project Coordinator

Precision Countertops is the largest custom countertop manufacturer in the Pacific Northwest. With over twenty five years of experience manufacturing and installing countertops, we have thousands of satisfied customers. We are experiencing tremendous growth and are currently recruiting for a **Project Coordinator** in our Kent, WA facility. 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:

- Project Management
- Problem-solving
- Maintaining strong, positive relationships with our clients
- Delivering high-quality, on-budget projects & products that meet our client's exact specifications

Job Requirements:

We are looking for a reliable individual with a progressive, helpful attitude towards customer service. Must be a team player with the ability to focus on client fulfillment.

- College degree required
- Strong communication skills, both oral and written
- Customer service driven
- Strong problem solving skills
- Advanced computer skills, particularly with MS Word, MS Excel, and Outlook
- Multiple years of customer service, construction and/or project management experience
- Must be detail-orientated and capable of quickly learning new processes and software systems
- The ability to manage multiple projects in a fast-paced, high-volume custom fabrication environment without compromising quality or the client experience
- Drug screen and background check 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.

To be considered for this position, please submit resume and cover letter, with salary requirements, to careers@precisioncountertops.com or fax to 503-855-2084. No phone calls please.

Precision Countertops is proud to be an Equal Opportunity Employer