



## **Project Coordinator**

Precision Countertops is the largest custom countertop manufacturer in the Pacific Northwest. With over twenty seven 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 Wilsonville, OR 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:**

- Coordinate all phases of customer remodel projects
- Solve installation issues as they arrive
- Schedule template, install, repair and countertop inspection appointments

### **Job Requirements:**

We are looking for a reliable individual with a progressive, helpful attitude toward customers and their projects. Candidates must be committed to providing service to customers at a level that exceeds their expectations.

- 2-4 years of related experience
- Successful history in problem solving and providing solutions
- Successful history of working in a fast paced, high volume environment
- Intermediate level experience with MS Word, MS Excel, and Outlook
- 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](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) or fax to 503-855-2084. No Phone Calls Please.

Precision Countertops is proud to be an Equal Opportunity Employer.