

Are you an ambitious, competitive, sales-driven individual who thrives in a fast-paced environment? Do you have a passion for kitchen and bath design, with the ability to sell and manage your projects to completion? Do you work with attention to detail and the ability to learn new programs?

Our Project Coordinators are the heart of our company. They are highly motivated professionals with a proven track record of developing trusted relationships with our clients across Canada.

Your Role:

- Meet with prospective clients, to gather information regarding requirements, budget, material, style, and color selections.
- Countertop estimation and ordering
- Work with floor plans, elevations, and renderings
- Educating the customer on Quartz & Natural stone products, installation process, product care, and warranty information
- Build Relationships internally and externally with clients regarding scheduling projects
- Reporting of progress, and delays to the schedule, working with fabrication and installation crews to provide solutions when needed
- Work with field technicians and sub-trades for inputs into the project schedule and look ahead
- Take the lead on the preparation of planning, scheduling, and meetings to be flexible with project needs
- Set up timelines and goals for projects
- Create project Budgets
- Provide schedule updates as per any changes or additions
- Communicate with Suppliers and order project materials
- Meeting deadlines in a fast-paced, high-volume environment.
- The opportunity to be part of a team environment, with positive attitudes and potential for growth

Requirements:

- Self-starter who can work in a fast-paced work environment
- Provide feedback to management and other team members regarding process improvements
- Demonstrated computer proficiency (MS Office, Project Management applications).
- Ability to work in a fast-paced environment with changing priorities
- Proven ability to pivot and adjust following project changes
- Strong customer-service orientation and demonstrated customer service skills.
- Ability to learn new processes, tools, and other relevant information quickly.
- Ability to work in a multi-client environment and apply various client-specific business processes to individual service request situations.
- Outstanding organizational skills and ability to multitask, gather information, accurately assess issues and assign the priority level; practical problem-solving skills and communication skills are a must.
- Possess strong time management and project management skills.

What We Offer at Granite Mountain Stone Design

- Health and dental benefits
- Dependable and stable work environment
- Work-Life balance. We have a track record of providing schedule flexibility to support personal development and/or family commitments
- Cross-training among various work areas
- Opportunities for advancement within the Operations team

We take work-life balance seriously! Great atmosphere and flexible schedules

Job Types: Full-time, Permanent

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Flextime
- Life insurance
- Paid time off
- RRSP match
- Vision care

We take work-life balance seriously! Great atmosphere and flexible schedules

Please send resumes in confidence to hr@granitemountain.ca.