

Commercial Haworth furniture dealership is searching for an experienced **Coordinator /Purchasing associate** to take our Customer Service to new heights. This position will work with our sales, warehouse, and administrative departments to ensure the highest level of satisfaction to our customers. Coordinator will provide high-quality-contract office furniture support to a diverse client base, including Government, educational institutions, businesses and healthcare. In addition, our Customer Service Representatives are the point of contact for all customer questions and concerns. They are responsible for providing prompt problem resolution within customer accounts, primarily by working over the phone with customers and vendors. They are also empowered to make independent decisions to assist customers, while working very closely with the Sales and Installation teams to ensure high levels of customer satisfaction at all times. We offer a wide range of furniture related services including design & development, space planning, project management, asset management and installation.

Basic Function:

Is responsible for the entire Sales Order Fulfillment process, including preparing and emailing proposals, management of customer orders from order entry point through punch list, providing support to sales personnel, and accurate and timely service to customers and interacting with suppliers and manufacturers. Coordinates order entry, order management, factory interface and close-out of orders. Administrative responsibilities as required.

The ideal candidate should be dynamic, high energy, team oriented, organized, reliable and professional. Must have advanced knowledge in Microsoft Excel and be computer savvy personable, and motivated to learn the office furniture industry. We offer a fun, fast-paced and supportive environment. Our team is tight knit, get along very well, and work hard to attain our goals.

If you are an energetic and motivated person who is ready to work and not afraid to roll up your sleeves then we are looking for you.

Qualifications:

- Contract Furniture Experience
- Strong Organizational Skills
- Able to multi-task in busy environment
- Strong Computer skills in a Windows based environment
- Professional attitude
- Solid phone etiquette
- Clear and professional communication skills
- Full Time Monday - Friday, 8:00am – 5:00pm