

Kelowna House of Floors Ltd. is a rapidly growing local Flooring and Tile sales, supply and install company specializing retail sales, single family homes, multi-family developments and commercial projects. We pride ourselves in our customer service and attention to detail.

We are looking for an experienced, energetic, highly motivated individual to join our sales team as a Project Coordinator.

Job Title: Project Coordinator

What you bring:

- Strong understanding of the Construction Industry with great emphasis on organizational skills
- Positive attitude with a friendly and welcoming energy
- Ambition and drive with proven organizational ability
- A polished professional appearance with commitment to customer service
- Proven ability to prioritize multiple tasks and complete them on time and with accuracy
- Have the ability to deal with large volumes of work and stressful situations
- Keen attention to detail with strong organizational and computer skills
- Excellent interpersonal and communication skills, both verbal and written
- Experience working with applications including Outlook, Word, Excel, Drop Box, and Pacific Solutions OMS System
- A strong moral charter and a team-oriented perspective is a must

Responsibilities:

- ordering materials and scheduling material deliveries
- scheduling, coordinating and managing installation teams
- demonstrate product knowledge
- building work orders & coordinating deliveries to site

This position is a full time hourly position in which we encourage only individuals who are high achievers with exceptional organizational skills apply.

Please submit resume to Ewan@HouseOfFloors.ca. No phone calls please. We thank all applicants, however, only those selected for an interview will be contacted.