



Holmes + Brakel

Project Coordinator – Pickering, ON

Since 1975, Holmes + Brakel has been delivering unparalleled services in the furniture industry. Specializing in offices and workplaces, we offer a full suite of services that encompasses design, sourcing, and installation. Our success would not be possible without our unwavering customer focus; as a family business, we have been able to maintain that focus since we started.

We are looking for a Project Coordinator to provide the highest level of customer service and support to our clients and sales team. Represent Holmes + Brakel by handling client requests directly when applicable, collaborating with our sales, project teams and designers, as well as vendor partners.

Our clients are the focus at Holmes + Brakel; we pride ourselves on putting clients first and work diligently to ensure their complete satisfaction. Our Project Coordinators are instrumental to our company's overall success. This role is client focused and often involves activities outside of the standard documented responsibilities. Project Coordinators are our internal client champions, coordinating all the pertinent details with the successful installation of an order and interacting with our clients and team members keeping lines of communication open and clear.

Project Coordinator:

As our new Project Coordinator, your work will focus on reviewing installation reports as well as ensuring the accuracy of our client invoices. Using our computer systems to fully understand the details of a quote or order—everything from the products themselves to freight, customs, and storage. You have exceptional communication skills and are customer-focused at all times. When it comes to helping the sales team, you're resourceful, and can appreciate all of the details that come with quotes/orders, especially when they are large, complex, and have many moving parts.

Day to Day

- Coordinate all details following a Furniture Sale including Quotation, Purchase, and Delivery of Office Furniture within specific timeframes and deadlines.
- Making changes / corrections as required.
- Verify Order Acknowledgements for accuracy and promptly resolve and update any differences.
- Enter Information and Monitor Accuracy of Database.
- Liaise with team members / sales / design staff on orders, specifications, and queries / issues.
- Responsible for shipping schedules, warranty, and claims communication with manufacturers.

Qualifications:

- Excellent customer service and interpersonal skills.
- Computer literate (word processing, spreadsheets, project applications).
- Strong verbal and written communication skills.
- Excellent Team Player – coordinating with all applicable team members.
- Ability to work with mathematical concepts.
- Ability to prioritize and manage multiple tasks.
- Prior experience in office furniture industry would be preferred

Education:

- College or University graduates with a business degree/diploma would be well suited for this position.

Working with Holmes + Brakel:

This is a full-time position. Working in the office, from Monday to Friday. You will receive a competitive salary, commensurate with your experience, have access to benefits program, and paid vacation.

We are a great company built by great people. Our employees are the heart and soul of our company. We are creative, resourceful and accountable. We have built a culture where everyone is empowered at all levels to solve problems before they become obstacles.

Job Type: Full-time

Benefits:

- Casual dress
- Company events
- Dental care
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Pickering, ON: reliably commute or plan to relocate before starting work (required)

Work Location: One location