



Job Title: Project Coordinator

Reporting to: Project Manager

Role overview:

As Project Coordinator, you must have exceptional organizational and customer service skills. You must be able to coordinate projects from order stage to completion, liaising with multiple key contacts at one time. You will always be responsible for organizing all internal and external stakeholders and manage customer expectations whilst maintaining the RGI experience.

Key Responsibilities:

- Gather client details and keep updated records
- Main contact for key suppliers on behalf of the designers, sending out regular status updates for all interior's projects
- Requesting of Design Fee's and arranging initial introductions where required
- Assist designers in collating costs and preparing quotations
- Maintain the project diary for the warehouse & fitters, booking in all measures, fittings & deliveries according to availability and client expectations
- Requesting and taking payments
- Tracking deliveries and maintaining regular contact with the warehouse regarding special orders/collections etc.
- Investigate any payment queries with the help of the accounts team - Approve invoices where required.
- Monitor cashflow – keep all paperwork clear and up to date
- Arrange transport of goods from warehouse to clients' house where required
- Weekly meetings with the designers/ project manager where required
- Keep all project folders up to date with client/survey details, site photos. etc.
- Keep track of any project additions
- Requesting client feedback & testimonials
- Assist the Project Manager with admin duties where required.

Other Skills:

- Strong organizational skills
- Experience in managing and scheduling sub-contractors is beneficial
- Excellent communication skills
- A team player