



Position Description			
Job Title:	Flooring Project Coordinator	Date:	July 2022
Reports to:	Director of Flooring	Department:	Flooring
Location:	Greenville, SC	FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Summary
The Flooring Administrator works closely with project team members, managers and leads to help deliver flooring projects efficiently. The Flooring Administrator manages the administrative tasks, such as document and information distribution, report collation and communication support.

Position Responsibilities- Essential
<p>This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.</p> <ul style="list-style-type: none"> <li>Responsible for all project documentation management. Ensuring that all required documents are obtained and filed for each project. Maintain required documentation in job folders and on the computer system to support the project team</li> <li>Assist project manager with submittal packages, sample boxes, LEED documents, and other project needs</li> <li>Enter projects into computer system and maintain computer system database and assist in entering and managing product catalog database</li> <li>Submit purchase orders and track materials until delivery</li> <li>Make freight arrangements for product shipments in the most expeditious and cost-effective manner</li> <li>Perform consistent follow up with suppliers, tracking any materials and shipments depending on complexity of the project</li> <li>Respond with urgency and flexibility to meet frequently changing project schedules</li> <li>Complete accurate billing in system to match payment invoices of payment applications sent</li> <li>Follow up with client to verify all documentation received meets approval for payment</li> <li>Prepare necessary project close-outs at end of projects</li> <li>Responsible for the collection and resolution of all customer invoice payments.</li> <li>Note customer contact and payment status information within Hedberg.</li> <li>Initiate collections of current and past due accounts.</li> <li>Communicate with sales and ops re billing discrepancies and questions.</li> <li>Matching, entering, reconciling, and balancing payables and internal accounting records.</li> <li>Tracking the turnaround times for the billing cycle.</li> </ul>

Position Responsibilities- Non-Essential/Other
<ul style="list-style-type: none"> <li>Performs other related duties as needed to promote the success of Young Office.</li> </ul>

Essential Skills and Experience
<ul style="list-style-type: none"> <li>High school diploma or GED</li> <li>Strong computer skills, proficient in Excel, Word, Outlook.</li> <li>Strong math skills, problem-solving skills, and ability to perform numerical computations and reports.</li> <li>Attention to detail to complete tasks independently, quickly, and correctly the first time which meet requirements</li> <li>Ability to manage competing priorities, between strategic initiatives with longer due dates and tactical execution of tasks on urgent and immediate timelines</li> <li>Editing and proofreading skills, with an eye towards quality, and accuracy</li> <li>Strong presence: willing to speak up, initiate, ask questions, and run with ideas; does not need to be micromanaged.</li> <li>Excellent written and verbal communication, including strong follow up skills. Ability to communicate with site project managers, architects, designers.</li> </ul>



### Beneficial Skills and Experience

- Experience in project management or flooring industry.
- Experience with Construction Billing, Submittals and Closeout Documents

### Performance Success Factors

- Positive ratings on any and all formal and informal customer surveys (both internal and external)
- Accuracy and professionalism of materials reports and written communication.

### Reporting & Management Responsibilities

- This position has no direct reports.

### Physical and Sensory Demands

#### Physical Demands

Sit	Frequently	Reach Above Shoulder	Occasionally
Walk	Frequently	Climb	Occasionally
Stand	Frequently	Crawl	Occasionally
Handling	Frequently	Squat or Kneel	Occasionally
Reach Outward	Frequently	Bend	Occasionally

#### Lifting Requirements

10 pounds or less	Frequently	51 - 100 Pounds	Not Applicable
11 - 20 pounds	Occasionally	> 100 Pounds	Not Applicable
21 - 50 pounds	Not Applicable		

#### Pushing and Pulling Requirements

12 Pounds or Less	Frequently	41 – 100 Pounds	Not Applicable
13 - 25 Pounds	Occasionally	> 100 Pounds	Not Applicable
26 - 40 Pounds	Not Applicable		

#### Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

#### Environmental Hazards:

The job risks exposure to no known environmental hazards.

#### Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

***The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.***



***Additionally, employees are expected to abide by all internal control & compliance practices to:  
Safeguard assets from theft and misuse.  
Ensure segregation of duties to minimize fraud.  
Comply with business ethics, applicable laws, and regulations.  
Maintain confidentiality of proprietary information.  
Periodically reconcile physical assets to accounting records.  
Safely perform all job duties.***

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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