



Project Coordinator, National Accounts

About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company's growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our "Owner's Mentality" attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We've been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

About the Team

We're enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

About the Job:

This role coordinates small to medium sized installation projects. This includes scheduling and monitoring ongoing jobs, communicating with on-site customers, and completing paperwork and/or properly inputting all job-related details into the project management system.

Essential Functions:

- Ensure that projects are coordinated and move forward in a timely, cost-effective manner.
- Work closely with Service Providers to ensure best quality installations.
- Work closely with customers – both at project and corporate level, to ensure maximum satisfaction.
- Proactively apply strong problem-solving and customer service skills to effectively see a project through from start to completion.
- In tandem with Project Coordinator Leads, manage a budget for each project, variance documentation and vendor invoice reconciliation.
- Responsible for ordering and tracking materials for all assigned projects.
- Document project progress – in both internal and customer project management systems.
- To take accountability for issues, seeing them through to completion while keeping stakeholder parties involved and informed at all stages, as necessary.
- Attending team meetings as required to share information regarding project progress and developments and to gather information about future needs or projects.
- Committing to professional development through self-paced study and/or relevant training as approved by Manager.
- A respect for protocol and the ability to follow procedures with accuracy.
- Other duties as required related to the essential functions of the position.

Job Requirements:

- Bachelor's degree in construction management preferred.
- 2-Year Degree from Technical College Construction Management Program plus a minimum 2 years of industry experience desired.
- High School Diploma or equivalency and 3 to 5 years industry experience required.
- Internal candidates, minimum of 1 years of experience within Inside Edge.

About You:



- High level of integrity
- Problem-solving skills
- Oral and written communication skills
- Interpersonal skills
- Organization and planning skills
- Time management skills
- Attentive to detail and accuracy
- Professional, adaptable, collaborative
- Customer service orientation
- Self-motivated and initiative

Physical Requirements:

- Must be able to sit for prolonged periods of time.
- The ability to speak, hear and read while communicating both verbally and in writing to customers.
- The ability to perform fast repeated movements of fingers, hands, and wrists (keyboarding and other tasks).

Benefits & Perks – Together We Own It!

- Employee Stock Ownership Plan (ESOP)
- 401k matching
- Bonus pay
- Paid time off
- Flexible schedule
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Employee assistance program
- Professional development assistance

Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.