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## **Project Coordinator Full-Time**

Do you thrive in an environment with challenging work? Do you want to work for an organization that values its staff and offers great benefits? If you answered yes, then let's talk about your new role as a Project Coordinator with DMG.

We are a regional, independent sales agency for premier HVAC equipment representing engineered products designed and customized to meet our customer's specific needs. In business over 50 years, we're growing and looking for talented, dedicated people to join our Team.

We currently have an opening for a Project Coordinator. We need a self-starter to help us manage the day-to-day interaction with customers, manufacturers, the accounting department, the sales team & freight companies.

### **Project Coordinator Duties:**

- Maintain project records, ensuring information is complete and up to date.
- Project management including delivery dates, freight, sales orders, quotes vendor and customer purchase orders.
- Account for changes in project scope, schedules, and costs.
- Maintain billing and collection documentation and communicate issues to the project management team.
- Coordinate deliveries, returns and track shipments.
- Monitor estimated costs and ensure revenue is fully invoiced.
- Keep all involved parties updated on product issues and/or delays.
- Work closely with accounting for proper billing of equipment and order fulfillment.
- Manage project-related paperwork by ensuring all necessary documents are current, properly filed and stored.

### **Experience:**

- 2-3 years customer service and general office experience.
- Experience with sales and purchase orders.
- Exposure to accounting processes (Accounts Payable/Accounts Receivable, Inventory).
- HVAC or construction industry experience not required, but very helpful.
- Proficiency with MS Office Products and web-based applications.
- NetSuite experience a plus.

### **Critical Skill Set:**

- Excellent verbal and written communication skills.
- Work well under pressure and a master at multi-tasking and time management.
- Excellent customer service.
- Solid organizational & problem-solving skills and strong attention to detail.
- Takes initiative, displays a strong work ethic, and maintains a positive attitude.

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In compliance with California Consumer Privacy Protection Act (CCPA), there may be a need to collect your personal information, (Name, Address, Phone Number, E-mail, etc.). When applying for a position with our firm, you are providing consent to use such information within the normal scope of recruiting and business operations. The company does not and will not sell your Personal Information for any consideration. For a complete list of the information we collect, please see our Company Public Privacy Policy located on our website at [www.dmghvac.com](http://www.dmghvac.com).

DMG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.