1200 Bruce Street
Crookston, MN 56716
Phone (800) 253-0457
info@eickhofcolumbaria.com

Project Coordinator

Reports to Senior Project Coordinator

Summary

As our Project Coordinator you will be a central part in a process that will have a lasting impact on hundreds of people with a product that will withstand the test of time. You will be essential in project communication and documentation from the time of project handoff from the Sales Department to the final close-out.

This is the perfect job for people who like to take control, coordinate in their work and help clients to understand the details of a project. We are looking for an optimistic, motivated, outgoing individual who knows how to work well in a team environment and have a passion to surpass expectations to achieve excellence.

This role will be responsible for the estimating, production and installation management from the raw data and images received from our clients to the final delivery. You will also be responsible for multiple projects by providing technical support and general administrative support including creating and maintaining project-related logs, composing correspondence, preparing and monitoring reports and ordering materials.

Employment at Eickhof Columbaria Inc. is about being a part of something bigger. It's about being on a team that employs individuals with the highest levels of loyalty, honesty and integrity. It is about exceeding customer expectations daily by taking a true interest in their needs.

This position is in-person at our Crookston location and works a Monday - Thursday 7am - 5:30pm schedule

Duties & Responsibilities *include the following (other duties may be assigned)*

- Take ownership of all required submittal schedules for project orders. Manage processing, tracking, and submitting all required documentation to customers
- Review purchase orders received and develop a schedule of all required order fulfillment activities, schedules, and processes to be utilized to meet customer's requirements
- Receive and process orders from customers and sales professionals.
- Which includes but is not limited to: Confirmations, Estimates, Proposals
- Assist Senior Project Coordinator at all phases of projects.
- Become familiar with and properly utilize all Eickhof's standard forms
- Coordinate and confirm outgoing logistics and shipments.
- Assist with internal and external project communication and documentation from the time of project handoff from account management through close-out

- Acquire knowledge of columbaria construction process sufficient to communicate instructions to contractors, clients and support the development of the project through different phases.
- NOTE - Assignments may include higher-level work for training/development purposes

Requirements & Qualifications

- Education
    - Minimum Highschool Diploma – Preferred College Degree
- Technical Skills
    - Minimum of 1-year project coordination experience in construction, manufacturing, or similar field. Proficiency in AutoCAD with a minimum of 1- year experience. Proficiency in Microsoft Office Suite
- Customer Service
    - Ability to project a professional company image through phone communication and written interaction with employees; clients; vendors and the general public.

Eickhof Columbaria Core Values

- **Positive Attitude** – Ask "Why Not?" before we ask "Why?"
- **Achieve Excellence** – Good is not enough.
- **Integrity** – Do what is right, not what is easy.
- **Caring About the Customer –** Do what is right for the Customer.
- **Teamwork –** No one does this alone.

About Eickhof Columbaria Inc.

Eickhof Columbaria has spent over 40 years developing a better way to engineer, design, and fabricate columbaria. Columbaria are above ground granite structures for the final resting place of cremated remains. We have an attitude that fosters a company culture of constant improvement and that attitude, along with our experience is the reason we have columbaria in nearly all 50 states. They're installed at churches, cemeteries, higher learning institutions, retirement communities, homesteads, and Buddhist temples.

To apply, please send a resume and cover letter (specific to this position at Eickhof Columbaria) in PDF format to peter@eickhofcolumbaria.com.