

Plain English

CUPBOARDMAKERS

JOB DESCRIPTION - PROJECT COORDINATOR

Job Summary: We are seeking a highly organized Project Coordinator to join our New York City team, with responsibilities spanning across North America. This pivotal role will oversee various aspects of production and logistical operations for Plain English, ensuring seamless execution and coordination across the entire region.

Location: 51 East 10th Street, New York, NY 10003

Hours: Monday to Friday, 9:30am – 5:30pm with occasional site visits and travel as needed.

Reporting to: Global Finance & Operational Logistics Director & Design Director

Key Responsibilities:

- Plan, coordinate, and monitor day-to-day operations and logistics to ensure smooth and efficient progress of projects.
- Communicate with and place purchase orders with our workshop, ensuring all requirements are met and deadlines are adhered to.
- Serve as the main point of contact between the design team and production departments, providing regular updates on progress and lead times for ongoing projects.
- Track and manage production and delivery timelines, proactively addressing any potential delays or issues.
- Build and maintain strong relationships with external partners and vendors, managing agreements and ensuring their alignment with project goals.
- Review and discuss project status with the UK, providing updates and advising on any necessary rescheduling or adjustments.
- Collect and evaluate delivery quotes, schedule and coordinate deliveries, and support the design team in the final stages of the customer journey to ensure timely and successful product delivery.
- Facilitate cross-functional team meetings, document and track action items, and ensure clear communication across all departments involved in the project.

- Develop and maintain detailed project documentation, including timelines, budgets, and progress reports, to support effective project management and decision-making.
- Identify and implement process improvements to enhance project efficiency and productivity.

You should be:

- Able to work efficiently within a fast-paced environment, handling multiple concurrent projects with a high degree of organization and adaptability.
- Consistently presenting yourself professionally in person, via email, and on the telephone, with the ability to convey information clearly, politely, and effectively.
- Proactive and demonstrating a willingness to go above and beyond in all aspects of your role, anticipating needs and addressing challenges before they arise.
- Able to consistently control all aspects of project coordination to ensure meticulous accuracy at all times.
- Able to work efficiently while prioritizing your time to meet tight deadlines, demonstrating excellent time management and organizational skills.
- Someone with strong problem-solving skills and attention to detail, with the ability to quickly identify issues and develop effective solutions.
- Someone possessing excellent communication and interpersonal skills, enabling you to work effectively with clients, design teams, contractors, and other stakeholders.
- Adaptable and open to feedback, continuously seeking opportunities for professional growth and improvement in your project coordination skills.

Why Plain English?

- Health insurance benefits
- Generous PTO and paid holidays
- Real work/life balance
- There are always things to learn and huge opportunities for growth
- Weekly team lunches
- We are a small, friendly and supportive team