

Account Coordinator

Newington

OFI, the region's leading provider of interior environments and one of Connecticut's Best Places To Work, has a Account Coordinator opening for a detail-oriented team player with a commitment to above-and-beyond customer service. If you love keeping everything organized in a fast-paced, client-focused environment, then this job is for you.

The Account Coordinator processes and monitors all orders ensuring complete, accurate, and timely administration of projects and services, resulting in satisfied clients. Key responsibilities include the following:

- Create quotes
- Convert quotes to purchase orders
- Follow orders through to fulfillment
- Review the order at every stage to make sure it is accurate
- Act as point of contact for sales, project management, vendors, and subcontractors

The ideal candidate will have the following qualifications:

- At least two years of sales administration or related experience, preferably in the building or furniture industry
- Excellent communication and customer service skills
- Conscientious attention to every detail
- Proficiency in Microsoft Word, Excel, and Outlook

OFI provides a competitive pay and benefits package and a supportive environment where you will be rewarded for your contribution to our success.

Please send your resume, cover letter, and salary expectations to careers@myofi.com. Resumes with cover letter and salary expectations will be given priority attention.