

## **Project Coordinator, Pella Windows & Doors**

Pella Northland, established distributor for Pella Corporation, is seeking a motivated Project Coordinator for our Mankato, MN showroom.

Come join the Pella team! Be part of a winning team that emphasizes professional growth and development. A window of opportunity is open for individuals seeking meaningful careers with a strong, people-focused company!

### **Pella Perks:**

Competitive Pay and Bonus Opportunities  
401k Plan with Company Match  
Medical, Dental, and Vision Insurance  
Flexible Spending and Health Savings Accounts  
Life and Disability Insurances  
Holiday & PTO Pay  
Discount on Company Products  
Professional Networking  
Positive Team Atmosphere

Hours of this position are typically M-F, 8 am – 4:30 pm.

### **What you'll be doing:**

Directly support assigned Pella Field Sales Consultants. Coordinate the quoting, purchasing, scheduling, and delivery of customer orders. Independently staff the Mankato showroom while providing an exceptional customer experience.

### **Your daily tasks:**

- Communicate with Sales Consultants and internal/external customers to administer, verify, and submit accurate orders
- Use the Pella Quoting Management system (PQM) to quote, enter, and process orders
- Manage product delivery scheduling and details, and ensures timely fulfillment of orders
- Manage recovery process and helps coordinate solutions for shortages and damaged product
- Independently staff the Mankato, MN showroom
- Demonstrate product in Showrooms and/or consumer home shows
- Become highly capable in the use of Pella Systems and field measurement/installation techniques
- Responsible for supporting activity among current & prospective customers, including customer relations, lead generation, quotes, product sales and delivery, service and installation, and collections

- Develop long-term, mutually beneficial relationships with general contractors, building owners, architects, trade organizations, and consumer clients
- Assist with physical inventory (quarterly) and helps resolve gains and losses of inventory
- Promote and facilitate continuous improvement activities in the department

**What you'll contribute to the team:**

- Self-motivated
- Positive energy
- Team work
- Strong attention to detail
- Strong organizational skills
- Ability to develop relationships
- Results Orientated
- Goal Driven
- Computer Aptitude
- Ability to work in a solitary environment
- Desire to excel in a fast-paced environment
- Construction and window knowledge is desirable
- Experience working with highly technical product is desirable
- AA or Technical degree preferred
- 1-2 years customer service or general business/administrative experience preferred

Pella Windows & Doors is an Equal Opportunity Employer. Pella is committed to workforce diversity. Post-offer, pre-employment background check and drug screen required.

To apply for this position, please send your resume to [mincareers@pellamn.com](mailto:mincareers@pellamn.com). Please reference the Project Coordinator role in your email.