

Senior Project Coordinator

Reporting to the Regional Sales Manager in the commercial arm of our business, we are looking for a qualified Senior Project Coordinator to join our team. LPA is a major player within the lighting industry with 30 years of experience and a global footprint. The ideal candidate would be an energetic self starter with a passion for customer service. We are seeking someone who is looking to learn and develop a career in our team. You will have technical lighting and specification experience working in a similar role or an industry closely aligned with lighting.

The Senior Project Coordinator will be based on our Melbourne office in Cremorne.

Your key responsibilities will include:

- Processing Opportunities & Orders into Netsuite CRM system
- Managing the lifecycle of projects from raising quote requests, revisions, datasheet approval, internal purchase orders to invoicing
- Liaise with the local & overseas suppliers
- Communication with the client regarding queries, delivery details etc
- Work closely with the sales team to effectively & accurately communicate relevant project information and provide sales support
- Chase and process payment for cash sales
- Liaise with the logistics & warehouse departments for accurate planning of order fulfilment
- Liaising with freight companies for lost or missing freight
- Creating export documentation for export orders
- Implement procedures including development training and mentoring to other internal project team members as required
- Lighting take offs and project quoting as required
- Any adhoc duties related to the project
- Manage incoming enquiry calls and emails providing a high level of service

You will display the following attributes:

- Strong customer service and/or sales background
- Excellent personal and presentation skills
- Strong communication skills
- Confident and capable of operating at senior level with clients and within the business
- Team player and excellent motivator
- Knowledgeable in the lighting sector, commercial, retail, hospitality and project segments
- Highly motivated and a hard worker
- Highly flexible and adaptable

If you're an experienced Project Coordinator you're interested in hearing more about this role, please contact **Ray Marsh** on **+61 38416 1500**.