



Job Title: Team Coordinator

Company: Harpeth Painting, LLC.

Location: Nashville, TN

About Us: Harpeth Painting is an industry leading contractor, dedicated to serving the residential and commercial spaces. With a commitment to innovation and customer satisfaction, we strive to deliver exceptional products and services that exceed our clients' expectations.

Job Description: We are currently seeking a proactive and detail-oriented individual to join our company as a Team Coordinator. In this role, you will be responsible for assisting our team in the successful execution of painting projects from inception to completion, ensuring that we meet our production targets while maintaining the highest standards of quality and customer experience. As often the first point of contact for our valued clients, you will play a crucial role in delivering an unparalleled experience and fostering long-term relationships.

Responsibilities:

- Greet clients in a warm and professional manner, both in-person and over the phone.
- Provide information about our products, services, and promotions, addressing any inquiries or concerns promptly and accurately.
- Process paint orders, manage inventory, and coordinate deliveries to ensure timely fulfillment.
- Collaborate closely with our sales and technical teams to resolve customer issues and optimize the overall client experience.
- Assist in maintaining project timelines, budgets, and resources to ensure timely and cost-effective delivery.
- Occasionally, conduct site visits and assessments to gather project specifications and identify potential challenges or opportunities.
- Collaborate with cross-functional teams, including production and sales to ensure seamless coordination and execution of operational activities.
- Execute the internal plan for customer experience as an initiative for 2024.

- Aid current team with additional administrative tasks to support growth.
- Assist the leadership team in marketing efforts and tracking of marketing initiatives.

Qualifications:

- High school diploma or equivalent; college degree preferred.
- Previous experience in customer service, sales, or retail roles preferred.
- Knowledge of paint products and applications is a plus.
- Detail-oriented with excellent organizational and problem-solving abilities.
- Proficiency in computer systems and software applications, including MS Office Suite, Google drive, Meta.
- Ability to multitask and thrive in a fast-paced environment.
- Excellent organizational, communication, and interpersonal skills, with the ability to build rapport and collaborate effectively with diverse stakeholders.
- Valid driver's license and willingness to travel to project sites as needed.

Benefits:

- Competitive salary
 - Note: this position can be part time (25-30 hours) or full time (40 hours)
- 401(k) retirement savings program (eligible after 1 year employment)
- Paid time off, including vacation, holidays, and sick leave
- Professional development opportunities
- Employee discounts on paint products and services

Join our team and become an integral part of our commitment to excellence in painting projects. If you are passionate about delivering exceptional results and exceeding client expectations, we encourage you to apply today!

How to Apply: To apply for the position of Team Coordinator, please submit your resume and a cover letter detailing your relevant experience and qualifications to Maggie Kuyper maggie@harpethpaintingllc.com

Harpeth Painting, LLC. is an equal opportunity employer and values diversity in the workplace.

Thank you for your interest in joining our team. We look forward to reviewing your application!