



Project Specialist

Full-Time Position – Remote

This position requires an individual with 4+ years of experience in residential interior design who is detail-oriented, well-organized, and possesses excellent communication skills. You will be responsible for maintaining relationships with high-end interior design customers and overseeing the creation of project proposals. This includes coordinating with design teams and vendors to ensure accurate specifications, pricing, and availability for all project furnishings.

The primary responsibilities for this position are as follows:

- Assisting interior design firms with product pricing and availability.
- Communicating with vendors to secure item specifications and accurate pricing.
- Creating and reviewing project proposals
- Coordinating with design teams to meet proposal deadlines.

Required Knowledge and Skill Set:

- Industry experience, including prior experience working with vendor quotes and design proposals

- Highly proficient organization and analytical skills
- Strong attention to detail
- Well-developed problem-solving skills
- Team-player but can work well independently
- Positive attitude
- Strong communication skills
- Ability to adjust and adapt to multiple demands, shifting priorities in a fast paced environment
- Bachelor's Degree

Job Type: Full-time

Benefits:

- 401(k) matching program
- Health Insurance
- Paid time off
- Room for promotion / growth within the company
- Company-sponsored events

This position has an annual salary range of \$65,000–\$85,000. Actual compensation will be based on the candidate's experience and qualifications.