



<https://scicustom.com/job/project-coordinator/>

Sales/Project Coordinator

Description

Project Manager (Hospitality & Restaurant Focus) – Create Unforgettable Spaces

At SCI, we don't just build furniture — we help bring vibrant restaurant and hospitality spaces to life. As a U.S.-based manufacturer specializing in high-performance furniture and custom millwork, we pride ourselves on quality, speed, and service that our clients love.

We're growing and looking for a motivated Sales/Project Coordinator with a strong sales mindset. This dynamic hybrid role sits at the intersection of sales, project management, and operations. You'll work closely with restaurant and hospitality clients, helping turn their concepts into reality while driving sales opportunities and ensuring smooth delivery.

If you enjoy building relationships, managing details, spotting growth opportunities, and turning one-time projects into repeat business, you'll thrive here.

Responsibilities

What You'll Do:

- Act as the primary point of contact for customers, building strong relationships and driving repeat business.
- Review project scope, plans, and specifications to identify opportunities and guide customers to the best solutions.
- Actively support inside sales by developing quotes, refining selections, and ensuring accurate pricing with solid margins.
- Proactively follow up on quotes to help convert them into confirmed orders.
- Collaborate with customers on project details and recommend smart upsells where appropriate.
- Work closely with the estimation team to build accurate and competitive project costs.
- Coordinate daily with engineering, production, and customer service for seamless execution.
- Manage clear communication on order status, revisions, approvals, and scheduling.
- Track project timelines and keep all stakeholders informed of updates.
- Attend site visits as needed for field measurements and project coordination.
- Communicate design intent clearly to engineering to avoid rework.
- Assist in sourcing custom and long-lead-time materials to meet deadlines.
- Monitor production progress and review quality to ensure expectations are exceeded.
- Handle order revisions professionally while maintaining profitability.
- Support installation coordination for successful project completion.
- Effectively manage multiple projects and opportunities with strong organization.

Hiring organization

SCI

Employment Type

Full-time

Job Location

Rockdale, IL

Base Salary

\$ 50,000 - \$ 70,000

Date posted

May 18, 2026

Typical Projects: Heavy millwork installations, on-site measurement projects, exciting new restaurant brand rollouts, and large-scale multi-location or university orders.

Qualifications

- 0 – 3 years' experience in a sales and project management related role.
- A gifted relationship builder with internal colleagues and external customers.
- Ability to work independently and as part of a team.
- Strong work ethic and positive attitude.
- Excellent verbal and written communication skills.

Job Benefits

This role may be eligible for the following benefits:

- Medical, Dental, Vision
- Supplemental Insurance
- Savings Accounts
- Retirement Accounts
- Paid Time Off