



<https://www.floor360.com/careers/commercial-project-coordinator/>

## Commercial Project Coordinator

### Description

FLOOR360 is a Wisconsin-owned and operated business celebrating over 25 years in business in commercial and residential flooring and installation. We are agile, autonomous and our goal is to meet and exceed all client expectations while emphasizing a friendly and respectful team culture.

Our work environment includes:

- Growth opportunities
- Company perks
- Achievement recognition

### FLOOR360 offers these unique advantages:

Giving back to the community through Design for a Difference

Birthday paid holiday

Career advancement and professional growth

50% Match on Health plan

401k plan and contribution match

Inclusive team events

Friendly culture

The commercial project coordinator's primary responsibilities will be to assist our commercial sales team in bidding, winning and successfully executing commercial flooring projects. This will include working with manufacturer sales reps to get the best possible volume pricing available for the job being bid. This individual will be an integral part of verifying winning bids and that material information is entered correctly and can flow through our ordering process without hiccups.

The successful candidate will be expected to learn and follow all FLOOR360 procedures for Commercial bidding, pricing, and entering customer information and their orders electronically and accurately into FLOOR360's systems. FLOOR360 is an equal opportunity/affirmative action employer.

### Hiring organization

FLOOR360

### Employment Type

Full-time

### Industry

Flooring

### Job Location

12500 W. Silver Spring Drive,  
Milwaukee, WI

### Working Hours

Mon-Fri 8am – 5pm

### Date posted

July 7, 2025

## Responsibilities

- Assist in outreach and business development to search out contacts for new general contractors and design-build firms who are not currently customers and work to facilitate introductions to the sales staff.
- Order samples and collect product specification sheets, material safety data sheets and warranty documentation.
- Read and review blueprints to gain an understanding of project material and installation requirements
- Labeling, organizing, and delivering information to general contractors digitally and/or in a physical copy when requested.
- Review material estimates after completion by our estimators to ensure all materials and their installation type and process are understood by FLOOR360 and installation materials are correctly included in each bid
- Perform outreach to manufacturer sales reps to collect volume-based pricing
- Enter pricing and backup documentation in flooring bids
- Collect warranty and specification information
- Order, label and transmit submittals
- Review contracts to ensure the scope matches our bid and provide corrections if needed
- Assist in the creation of change orders as required
- Work with purchasing, sales, and vendors to release, expedite and manage materials
- Complete necessary forms to initiate material return or claims
- Develop an understanding of lead times to ensure materials are ordered on-time

## Qualifications

- High school diploma required, two-year associates degree or four-year degree desired but not required
- Must have a clean driving record and vehicle capable of getting you to and from job-sites
- Adherence to job-site safety protocols
- Computer skills are a must – all documents created and shared are digital; Proficiency with the use of mobile phones, tablets and desktop computers
- Read building plans and CAD drawings
- Ability to manage multiple projects at one time
- Communication, customer service and organizational skills
- Respond to all internal and external communication the same day
- Work well with in a team setting
- Committed to continuous improvement to achieve efficiencies

## Job Benefits

**Competitive Benefits** – Healthcare with Quartz, dental reimbursement, 401k contributions and matching

**Personal Development** – Reimbursement for seminars, classes, memberships, with company-paid training

**Career Advancement** – Training, mentoring, regular feedback, merit raises and promotions

**Community Service** – Giving back to the community through [Design for a Difference](#)

**Wellness Program** – Catered lunch and learns

**Friendly Culture** – Mallards game, Brewers game, volleyball team, chili cook-off and more

**Team Discounts** – Substantial savings on home improvement projects

**Ten Paid Calendar Holidays** – Your birthday plus nine national holidays in addition to paid vacation and sick time