

**Job Description: Office Coordinator**

Status: Full Time (some Saturday hours required)

Classification: Non-Exempt

Location: Sellersburg, Indiana

**Position Overview**

At Flooring Concepts, we’ve built our reputation over nearly three decades by providing top-quality commercial and residential flooring solutions throughout Southern Indiana and the surrounding region. We are looking for an organized, detail-oriented, and proactive Office Manager to join our growing team.

In this pivotal role, you’ll manage the daily operations of our office, coordinate the full lifecycle of flooring projects, and oversee our showroom floor. From ordering materials and scheduling installation crews to engaging with walk-in customers and managing vendor communication, you'll be the go-to person for keeping things running smoothly and professionally.

**Key Responsibilities**

**Project Coordination & Operations**

* Collaborate with internal teams to define and document project needs
* Order materials and supplies according to job specifications and deadlines
* Work closely with the sales team to schedule and coordinate installation crews
* Maintain and track project timelines, ensuring milestones are met
* Communicate with customers regarding scheduling, updates, and any issues
* Conduct post-installation follow-ups to ensure customer satisfaction
* Capture installation photos and encourage customer reviews on Facebook and Google

**Showroom & Office Oversight**

* Maintain a clean, organized, and welcoming showroom environment
* Ensure product samples and displays are current, clearly labeled, and well-presented
* Greet walk-in customers and assist with basic product information
* Answer phones, manage office supply inventory, and complete other general administrative tasks
* Monitor and respond to activity on Facebook, Google Business, and Yelp profiles
* Identify opportunities to improve the in-store experience for customers

**Qualifications**

* Previous experience in office management, project coordination, or construction administration preferred
* Strong attention to detail and time management skills
* Proactive problem-solver with the ability to manage evolving priorities
* Consistently demonstrates initiative and follow-through
* Excellent communication skills (verbal and written)
* Proficient in Microsoft Office Suite
* Able to recognize trends and make thoughtful recommendations

**Bonus Skills & Experience**

* Prior experience in flooring, construction, or home improvement
* Retail or customer-facing sales experience

**What We Offer**

* Competitive salary based on experience
* Paid time off and holidays
* Opportunities for growth and development
* Positive, team-oriented work environment

**About Flooring Concepts**

Since 1997, Flooring Concepts has been the trusted source for top-quality floor coverings at competitive prices. We serve both residential and commercial clients throughout the Sellersburg, IN and Louisville, KY areas, offering premium brands, expert installation, and unmatched customer service. From carpet and hardwood to luxury vinyl and tile, we help customers bring their flooring visions to life.

Hours of Operation:
Monday–Friday: 9:00 AM – 6:00 PM
Saturday: 10:00 AM – 2:00 PM
(Some weekend availability is required.)