



Project Coordinator

ColorCraft Corporation is a 20 year “young” organization of SEAL-A-DECK, RedNose Holiday Lights & Decor, and ColorCraft Painters. We create beautiful living spaces for loved ones to gather, connect and enjoy together!

Join an expanding team of growth-minded individuals who truly appreciate and recognize you for all that you contribute while having the opportunity to advance professionally and personally within the ColorCraft Corporation brands.

We stand by and celebrate our core values in everything we do.

Do what’s right. Make Mama Proud.

Level Up. Continuous learning, improving and growing.

Deliver WOW. For our clients, our community and each other.

Work Hard & Have Fun. Work your plan and enjoy the journey.

SEAL-A-DECK is proud to have won the Best of North Shore three consecutive years in a row from 2019-2021 for both the decking design and decking materials categories.

Learn more about our culture and our services at www.sealadeck.com, www.rednosedecor.com and www.mycolorcraft.com.

Role Description

If you are fanatical about delivering great customer service and understand the importance of how little details make a BIG difference, this position is for you! You will act as the hub between sales and production to assure quality remains consistent, new projects are set up for success, and all projects are completed with 100% accuracy. You will make sure every client is well communicated to and their project progresses successfully to execution.

This position is full-time, in person, and 40 hours per week. This year-round position includes all product lines - Sealadeck, REDNOSE, and ColorCraft.

Role Responsibilities

- Acts as the hub between sales and production
- Performs quality checks from sales
- Onboards new projects and sets them up for success
- Assigns projects to territories and coordinates resources
- Works closely with 1-2 Project Managers to support successful execution
- Supports 40-75 projects per month
- Delivers WOW for every project and customer
- Is the point of contact for clients for all open projects



Experience

- 2 years experience with dispatch or coordinating teams and resources required
- Portuguese or Spanish a plus
- Construction experience a plus

Ideal Candidate

- Understands the full scope of all projects
- Stays on top of the status of all open projects and communicates with internal staff
- Understands and manages customer expectations
- Keeps consistent communication with customers to update them on project status
- Communicates schedules with customers and sales staff

Team Member Benefits

- Competitive Compensation Package
- Opportunity for Bonuses
- Health/Dental Insurance
- Long Term Disability Insurance
- PTO and Paid Holidays
- Continuous opportunities for professional growth and advancement

About ColorCraft Corporation

ColorCraft Corporation was founded by Michael Kaloutas in 2003. As the son of a master painter, Michael spent his childhood immersed in paints, brushes, and canvases. He was raised to have an appreciation and respect for craft, design, and aesthetics. Combined with his natural drive and passion for creating beautiful spaces, he was inspired to become an entrepreneur. He still works closely with the team to guarantee success.

Our mission is to offer convenient, expert, friendly service, always with an unparalleled dedication to customer satisfaction. We maintain what we build and guarantee results. When it comes to improving, maintaining, and protecting your outdoor living spaces, we will consistently exceed our client's expectations.

Our service area includes Boston, its surrounding MetroWest, North Shore, and South Shore communities, Cape Cod and the Islands, Southern New Hampshire and Rhode Island.