



Project Coordinator

Do you enjoy communicating with customers and helping them resolve problems? Do you have the aptitude to learn food service equipment and product functionality? Are you a detailed oriented person who is meticulous with data entry and verification? Do you thrive in a fast-paced environment and want to help an organization grow? If you or someone you know can identify with all of the above, you should consider applying to Food Service Holdings (FSH) full-time **Project Coordinator** opening.

This role is responsible for daily order processing, CRM/ERP data entry, and maintaining all data integrity from the information received from internal or external clients. The Project Coordinator works directly with external clients to process product warranties or part replacements within an assigned territory. This position is the “face” of FSH, redirecting all client inquiries generated through the general inbox or main phone line. This role partners internally with sales, project management, accounting, and production to provide superior service to ensure successful order management and timely client follow-up.

Qualified candidates are self-starters, detailed-oriented, and organized. They must be excellent communicators with proven time management skills. Candidates should have the aptitude to learn manufacturing and food service equipment. They must have 1-2 years' experience in customer service, order management, or administrative support within a professional office setting. A high school diploma is required and experience working in manufacturing or construction is preferred.

If you are interested in joining the team at FSH, please apply by submitting a resume to Jobs@FoodServiceHoldings.com. Cover letters are encouraged, but not required.

Food Service Holdings is a food service equipment manufacturer headquartered in Denver, CO. We create innovative solutions through the BSI, English Manufacturing, and Colorado Custom Stone brands. Quite simply, we bring style and functionality to servery. We build beautiful counters, innovative food guards, products that display food at its best and, of course, custom-fabricated stainless food service equipment.

Additional benefits are a comprehensive benefit and wellness package, 401(k) match, and generous paid time off. The starting range for this position is \$17.00 - \$20.00 per hour averaging 40 hours per week.

FSH, LLC is an Equal Opportunity Employer and invites qualified candidates from all backgrounds to apply.