

## Sales Coordinator *(rev.2025.12.19)*

Our Sales Coordinator is vital to ensuring our small company maintains excellent communication with clients, builds trust with future clients, writes timely proposals and estimates our projects thoroughly. You collaborate with the Sales Manager to write all of our client proposals and do the estimations for our projects. You assist in the generation of our leads list, get in touch with new clients from our leads list, and you act as an excellent resource for our clients - representing AllKinds as a company with either the answers or the ability to find them.

This person is extremely organized, detail-oriented, and has knowledge of the art and construction industry. This position works directly with our team to review, budget, and assess new projects and ensure great communication so that all of the team's expertise is represented in the proposal as detailed and accurate as possible.

You will be helping to ensure we have the projects queued up to keep our shop humming!

Every project through our door is unique, so our team is adaptable, flexible, and enjoys the challenge of a big learning curve - whether it's new designs, new materials, new skills, or new methods, we LOVE figuring it out! Below are our company's Core Values. If you feel like these speak to you, please keep on reading!

### Sales Coordinator Qualifications

- 2-3 years of experience in estimation of artful project builds (labor hours + materials needed)
- 2-3 years of sales experience preferred
- Proficient with Google Drive (Sheets + Slides + Docs) and Gmail
- Proficient with Hubspot, social media (Instagram, LinkedIn etc)
- Basic knowledge of building techniques, structural acumen (when will a structural engineer be needed?) and making dimensional art
- Extremely organized, detail-focused, and excellent time management skills
- Excellent people and communication skills, both written + verbal
- Able to juggle several projects at one time
- Able to fulfill and keep track of deadlines. Our proposals always go out on time.
- Ability to maintain communication with the client and vendors in a warm and professional manner.
- Creative problem solving skills
- Comfortable speaking in person, on the phone and on camera virtually.
- Experience in brand + storytelling.

### Sales Coordinator Responsibilities

- Assist with project estimation
- Assist with proposal development
- Assist with leads list of prospective clients
- Send capabilities deck to prospective clients
- Maintain Hubspot information for all new leads and existing clients
- Assist in budget development
- Assist in writing proposals
- Assist with regular client check ins
- Assist Sales Manager with scheduling photography
- Assist Sales Manager with updating our website
- Do in office presentations for our clients throughout Chicagoland
- Post our work to social media (Instagram + LinkedIn)
- Attend networking events as necessary
- Put together in in-studio networking events
- Assist in tracking department metrics on the sales + marketing scorecard
- Assist in writing and sending our quarterly newsletter using Flodesk
- Assist in writing copy for sales and marketing documents such as needed

### Core Values

#### Integrity

AllKinds has grown by making promises to clients + employees and going to lengths to keep them. It is an integral part of who we are and why people trust us. This core value sits hand in hand with the other core values - if a mistake is made, we communicate directly about it and proactively fix it in a resourceful manner. Keeping promises is more about building relationships of trust and respect, than being 100% perfect. We keep promises to our clients, to our employees, and each other. That is how we build rapport and solid relationships.

#### Proactive

We *care*. We want to make the future better than the past. We are mindful of improving our team's experience, our processes, our abilities and our clients' experiences. We show we care by taking action when we see something needs attention. We take time to think through potential hurdles and do our best to address them - which gives our team and our clients a better experience. We don't wait until the well is dry to find water

#### Humility

We work hard to create a space to learn - where we approach problem solving with curiosity and honesty. We own up to mistakes so we can quickly recover from them and get help from our team to do so. Having humility helps us operate better as a team and it builds trust. We



work to become aware of our personal strengths and limitations, and communicate these with the team in an effort to grow and make better progress together.

#### Resourceful

We creatively use our resources to accomplish big things. Our resources are our tools, our minds, our partners, and curiosity. We are flexible and adaptable - every project comes to us with a unique set of needs, so each of us must have resourcefulness to tackle the creative challenges that come up. Resourcefulness isn't one person's strength, it's everyone's. We are a small team and we feel mighty! We know with teamwork, we can find the collective intelligence to succeed.

#### Be direct

We believe in clear, honest communication. We believe in transparency in our communication. We do not believe in the 'feedback sandwich', sugarcoating things, internalizing feedback or spinning out on something. We do believe in directly communicating our needs. We do this while recognizing that we are humans, and we approach all communication with kindness, heart and professionalism.

### About AllKinds Studio

AllKinds is a multi-disciplinary design and fabrication studio that uses all kinds of materials to create custom art installations for brands. With commissions from corporations, organizations, art consultants, branding agencies and architecture firms, we tailor-make each artwork to fit large-scale spaces for brands, interiors, events and movements. Our dedicated team of designers, artists and fabricators mix materials, technologies and techniques to create art and objects that are innovative, meaningful, beautiful and on-brand. We thrive in our collaborative approach, welcoming new ideas and getting excited about the "what ifs". Our combined skill sets and handmade approach enables us to produce anything we can conceive, including even the most complex or technical concepts. With every project, our shared goal is to create a meaningful environment that tells a story in an elevated, authentic and impactful way. At the completion of our projects, we make every effort to repurpose, recycle or donate leftover materials to ensure they are given the longest, most meaningful lives possible.

### Environment

This is an on-site job in a working studio where fabrication of large-scale artworks happen. You must be able to thrive in a fast-paced and open working studio environment. You will be working alongside team members who are physically building and making things. It's awesome (and noisy, dusty, and smelly at times... but it's the sounds, feeling, and smell of creativity hard at work!).

### Compensation and hours

Commensurate with experience. We are a growing company and the current position is intended for greater responsibility over time. Our studio hours are 8am - 4:30pm M-F, but as this is a salaried position, work happens as needed with as much respect to a work life balance as possible.

This will be a base pay position, not commission based.

### To apply

Email [careers@ittakesallkinds.com](mailto:careers@ittakesallkinds.com) to apply with 'Sales Coordinator - your name' in the subject line.

Please include:

- a cover letter that explains why you feel you are a good fit and why our Core Values resonate with you. If you do not have all of the necessary qualifications, please also include how you plan to fill the knowledge gap
- your resume
- 2 professional references
- 1 character reference

We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid to them.

### COVID-19 Vaccination Requirement

AllKinds Studio has adopted the policy of mandatory vaccination for employees to safeguard the health of our employees, clients, and their families from the hazard of COVID-19. All employees are required to provide proof of COVID-19 vaccination. Requests for exceptions and reasonable accommodations must be initiated by the prospective employee before any in-person contact. Please note that requesting an exemption does not guarantee approval.

Disclaimer: The above statements are intended to describe the general nature and level of the work being performed by people within this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.