



IBB is a full-service and award-winning fine furnishing store and design center known for offering high quality furnishings and fashioning color infused spaces. We are passionate about design and our clients' happiness and currently looking for a talented and experienced fabric coordinator to join our IBB model home design team.

Fabric Coordinator Job Description

Job responsibilities:

- *Collaborate and act as a liaison with IBB's model home design team and soft goods workroom.
- *Order & track hardware, fabrics & trims for projects.
- * Communicate & schedule for measures & installations.
- *Coordinating fabrics for furniture with our upholstery team.
- *Writing, organizing & tracking purchase orders for all soft goods.

Qualifications:

- *Basic knowledge & understanding of textiles
- *Organized & detail oriented
- *Proficient computer skills in Excel, Dropbox, & Word required
- *Ability to work both independently & in a team environment
- *Ability to manage numerous projects at one time

Qualified candidates send resume to career@ibbdesign.com.