



PEACHWOOD

Client & Project Coordinator – Join Our Growing Team

Peachwood Interiors Ltd. – Edmonton, AB

Submit your resume and a brief introduction to: Interiors@peachwood.ca

Ideal for recent graduates or candidates with 1–2 years of experience

About Us

Peachwood Interiors Ltd. is Edmonton's premier custom cabinetry and millwork company, specializing in high-end residential & commercial projects. Known for exceptional craftsmanship, thoughtful design, and an outstanding client experience, we are expanding our operations and building our Client Experience team to support our growth.

The Role

We are looking for a Client & Project Coordinator to join our expanding team. This role is ideal for someone starting their career or with 1–2 years of experience in project coordination, design, or cabinetry. You will act as the key liaison between our team and clients — builders, designers, and owners — ensuring projects are organized, design details are accurate, and communication is seamless from start to finish.

Key Responsibilities

- Serve as the main point of contact between clients and internal teams (design, production, installation).
- Support and update CAD drawings accurately and efficiently.
- Track project details, approvals, and documentation to ensure smooth execution.
- Review design details to ensure accuracy prior to production.
- Anticipate challenges, problem-solve, and maintain proactive communication with clients and internal teams.
- Contribute to delivering an exceptional client experience and building lasting relationships.

What We're Looking For

- Organized, detail-oriented, and eager to learn.
- Strong communication and interpersonal skills.
- Comfortable using CAD (Cabinet Vision) or similar drafting/design software (training provided if needed).
- Recent graduates or early-career candidates in design, drafting, or cabinetry programs (NAIT Interior Design Technology is an asset but not required).



- Candidates with 1–2 years of experience in project coordination, design, or cabinetry/millwork are also encouraged to apply.
- Passion for design, high-end cabinetry, millwork, and quality craftsmanship.

Why Join Peachwood Interiors?

- Be part of a growing, high-end cabinetry and millwork company expanding its Client Experience team.
- Competitive wages with opportunities for advancement.
- Enhanced Health Spending Account to support your wellness.
- Matching RSP program to invest in your future.
- Hands-on mentorship from experienced professionals.
- Work in a fun, collaborative, dynamic environment on high-end, impactful projects.

