

SUMMARY

This position is responsible for creating a build ready package for production and managing the design process throughout the life of the project including permit ready drawings, all material specifications, and all work orders by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. On assigned projects produce and assist as needed; Conceptual sketches, sources, vendor options, materials, colors, floor plans and all conceptual options and choices for project.
2. Assist designer in creating client budgets and budget options.
3. Assist designer with quoting and implementation of concepts.
4. CAD, drafting, sketches, renderings etc.

JOB DUTIES AND RESPONSIBILITIES

- Create project binders for new clients/projects
- Create client digital binder
- Accompany designer and CEO to client meetings when necessary
- Take notes, measurements, photos and record details of meetings
- Assist designer in project concept, assembly and presentations
- Manage product images
- Prepare PowerPoint presentations for designers
- Prepare product prints, framing, and other materials needed for presentations boards
- Secondary vendor liaison on assigned projects
- When needed, work with designers on all aspects of sourcing, quoting, specifying and pricing
- Assist in ensuring accurate incoming and outgoing information to and from the vendors
- Assist with installations
- Manage CFA's and sampling
- Manage all design department filing and binder upkeep
- Update and maintain resource library
- Run errands and provide general designer and expeditor assistance

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree BA or BS from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Has advanced specialized computer skills that require mastery of applicable software in such fields as Architectural and Interior Design, Business technical writing and, web based training.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

An NKBA (National Kitchen and Bath Association) Certification is preferred for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include color vision, close vision, distance vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PLEASE NOTE

This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.
