

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. Creates project packages for jobs.
2. Coordinates design selection with clients.
3. Manages allowance recaps, change orders and design invoicing.

JOB DUTIES AND RESPONSIBILITIES

- Works with sales and estimating in creation of project packages.
 - Attends bid walk through to best understand the scope of the project.
 - Creates computer generated drawings, which could include floor plans, elevations, sections, details, perspective drawings & renderings.
 - Manages out sourced design professionals.
 - Builds job binders (office, field and client) at contract signing.
 - Creates and issues work orders to subcontractors.
 - Orders materials in a timely fashion to assure their arrival prior to installation, and track their progress.
 - Acts as the first contact person as design questions and issues arise in the field.
 - Acts as a consistent point of contact for each client from start to finish of a project.
 - Establishes meetings with agendas and follow up notes.
 - Creates and manages lists of open decision items and the timetable that decisions must be made by and integrate with project schedule.
 - Provides selection cut sheets and samples to project managers for verification reference for comparison when materials arrive on site.
 - Creates and administers signing for all allowance and final selections to clients.
 - Tracks allowances to actual costs, and creates the allowance recaps, get client sign off. All Allowance recaps should be completed in coordination with scheduled mile stones.
 - Creates and implements change orders by writing, coding, and assisting sales or the Project manager in their development.
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- Tracks design hours expended on projects, and initiate invoicing with accounting.
- Leads wrap up walk through with PM & generate the wrap up list. Distributes list to necessary parties.
- Attends punch list walk with Sales and generates the punch list.
- Distributes list to necessary parties.
- Creates project closeout documents and email to the client.
- Alerts marketing that a job is in its final stages, client gift given.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with customers/ coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from Senior Project Coordinator.

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.