

Design Assistant

Summary

The Design Assistant will assist the Director of Design, the Design Consultants, in creating estimates & relaying the details of the Client's needs to the team. This individual will ensure all work is performed with quality workmanship that conforms to contractual obligations and expectations of the Client.

The Design Assistant will assist in managing all design activities, client satisfaction metrics, and ensure accuracy of what the client requested to the final project deliverable. The Design Assistant will be detail-oriented, responsible, trustworthy, dedicated, and a team player.

Primary Responsibilities

- Assist in managing clients' relationships, regarding projects scope, budgets, timing, design plans and activities, and client satisfaction metrics
- Assist by reviewing quality and style options for each aspect of the remodeling project that fit within the budget constraints of the project
- Assist in research and identify materials which can be used in the remodeling projects
- Assist by obtaining material estimates and product features to assisting with client questions
- Assist by providing designs and renderings to help visualize the end results to Clients
- Assist the Director of Design and the Design Consultants in creating Client estimates
- Assist in Communicating the details of the Client's needs to the team
- Assist with the sales process to acquire a new client / project.
- Assist by ensuring all work is performed with quality workmanship that conforms to contractual obligations and expectations of the Client
- Assist in identifying opportunities for client workflow improvement and the design services process
- Assist in keeping Client Project Pipeline and Transactions updated in Client Management application
- Manage Social Media sites and assist in Social Media marketing strategies.
- Help to promote a respectful environment for all team members

Required Knowledge Skills and Abilities

- Excellent customer service skills required
- Demonstrate a high standard of integrity and professionalism
- Must have knowledge and minimum of 3 years' experience in residential remodeling and construction from start-to-finish.
- Must have a keen sense of design trends and a creative aptitude to help provide a vision for clients
- Dedicated with a strong work ethic and a great attitude
- Ability to communicate with team members, vendors, and prospective Clients
- Ability to learn new skills, problem solve, follow protocols, take initiative, and lead by example.
- Must be able to efficiently operate 20/20 Design Software
- Must have a valid driver's license and have reliable transportation for self and tools.