

SELECTIONS COORDINATOR / INTERIOR DECORATOR for Residential Remodeling Company

We are looking for a talented and detail oriented decorator with 5-10 years RESIDENTIAL CONSTRUCTION KNOWLEDGE. Help clients make the best selections possible within their budget in a timely manner. Our talented TEAM will support you.

(If you have coordinated selections for new home buyers, this job may be a great fit!)

RESPONSIBILITIES:

- Schedule and perform selections meeting with homeowners, assisting with choosing all interior and exterior finishes (conscious of client's budget and style for most satisfactory outcome)
- Meet with clients both in our on-site Selections Showroom and at local Vendor Showrooms
- Complete Selections Sheet for construction with all details on schedule
- Be persuasive and confident - Get clients to make decisions!
- Follow the budget, appropriately specifying & pricing materials including upgrades
- Maintain Selections Showroom with up-to-date material samples
- Sell additional interior design services

REQUIREMENTS:

- Candidate must be ORGANIZED and DETAIL ORIENTED.
- Understands basic construction techniques, working knowledge of how things go together.
- Knowledgeable about housing industry products: cabinets, tops, flooring, tile, appliances, lights, plumbing fixtures etc.
- Understands allowances and can work within a budget
- Interior Design degree preferred with minimum 3-5 years Interior design experience
- Passionate about design, has good taste and can assemble a pleasing color pallet of choices
- Sketch up or free hand rendering ability
- Computer competent in Word, Excel and Outlook
- Excellent time management, communication and organizational skills
- Thorough, professional and good at documentation
- Has a sense of urgency, meets deadlines, likes to complete a project

BENEFITS:

- Excellent Health, Dental and LTD insurance provided
- Vacation, PTO, Paid Holidays and Profit sharing
- Simple IRA with company match
- Weekends off - great work / life balance
- Mileage and phone reimbursement

Full-time. \$20-\$25/hr and is commensurate with experience. Incentives too!
Please send resume and work samples. Call or text Sarah 314-775-5778 for more info.