

## **SELECTIONS COORDINATOR with an eye for design**

We are a full service Design and Build Remodeling Company with a A+ rating from the BBB.

Our clients sign contracts to add onto their homes, remodel their kitchen or reconfigure the interior of their home. Each contract contains a set number of "Selections Hours." Your job is to help them find tile, cabinets, granite etc. within their budget and then accurately record these selections.

We are looking for an ORGANIZED person with an eye for design.

You must have an administrative background, strong attention to detail and a focus on completing projects. Our Interior Designer and talented staff would be there to help you.

### **Responsibilities:**

- Help clients identify and make selections to a specific budget
- Accompany clients to various local showrooms
- Document all selections for hand off to production department.
- Appropriately specify and price materials
- Maintain Selection Showroom
- Sell additional design services

### **Requirements:**

- Competency in typing, Outlook and Excel
- Basic Construction / Remodeling knowledge
- Sketch Up or free hand rendering ability
- Good taste and color sense i.e. design talent
- 20/20 and kitchen design experience a plus
- ORGANIZATION, documentation skills, thoroughness and professionalism

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- Compensation: \$12 - \$16 p/hr. depending on experience + bonuses

Full benefits included – health & dental insurance, paid vacation, holidays, profit sharing etc.

**Please send your resume to: [laborer.winner1@gmail.com](mailto:laborer.winner1@gmail.com)**

**Call Sarah at 314-775-5778 and leave a detailed message about your experience. Thank you!**