

## **Job Description**

### **KITCHEN & BATH CABINET DESIGNER/INTERIOR DESIGNER/SALESPERSON**

*Signature Design & Cabinetry is seeking to add a full-time Designer in our Tacoma showroom. As a Designer, you will:*

- Evaluate client needs and determine scope of services required. Cabinet design and ordering is involved in every project we do. Review and manage terms of contract with client and/or contractor.
- Determine proper product application and generate layout and budget estimates based on client needs.
- Prepare drawings, renderings, selection of color, materials, and finishes and/or sample boards and present design concepts to client.
- Produce complete and accurate specifications and drawings using current software, planning guides, standards and procedures. SDC Senior Drafter is available for drawings using current software (CAD or Chief Architect 3D).
- Finalize and generate all necessary drawings and project documents required to submit order and installation.

### **DESIGN & SALES SKILLS**

- Designer's business is generated through their existing builder/client relationships, meeting new builders/clients and sharing in showroom leads
- Visit clients either in showroom or at jobsite
- Provide client with a clear understanding of the process for design & sales on their project
- Secure design fee/retainer for project if applicable
- Measure project
- Take "Before" photos of project if applicable
- Work with client on preliminary selections of products
- Design project (Auto Cad or Chief Architect 3D)
- Specify materials required for project (Cabinets, Countertops, Tile, Lighting etc.)
- Price all materials for project
- Obtain written estimates from sub-contractors (Installers, Countertops, Tile Installation, etc.)
- Review final plans and specifications with client. (Floor Plans, elevations, tile layouts, etc.)
- Assure the client understands the contract and specifications fully. Review all selections (Door Style, Finish, Countertops, Edge details, etc.)
- Have client sign off on final drawings and specification list at time of contract signing
- Original signed contract and specifications to be filed with designer and also SDC office

## **PROJECT MANAGEMENT SKILLS**

- Visit jobsite – Confirm final measurements
- Create/confirm/order of cabinets online using SDC cabinet partners. All cabinet orders must be reviewed by another designer in the office before final sign off is completed.
- Order all other products sold on contract (countertops, tile, hardware etc.)
- Schedule project with Sub-contractors
- All sub-contractors must have signed Sub-Contractor agreement and Certificate of Insurance on file with us prior to working on the project
- Change Orders – Must get signed change orders before any additional products or services are ordered.
- Maintain contact with client/contractor – visit project as needed to assist in design related decisions on plans and specifications for project

## **ACCOUNTS RECEIVABLE RESPONSIBILITY**

- Review terms of contract with client or contractor
- Collect deposit check from client at time of contract signing
- Keep client informed of payment schedule
- Collect payments from clients (as per terms of contract)

## **SHOWROOM RESPONSIBILITY**

- If applicable, cover showroom on your required days (weekdays divided between designers by GM)
- Assist in keeping showroom updated and designing new displays. Work with showroom concierge and design assistant to ensure the right products are being displayed.

## **COMPENSATION**

- Based on experience
- Salary plus quarterly bonus (negotiable)
- Benefits & 401K
- Job Type: Full-time

## **CONTACT**

- Melissa Heckman, General Manager
  - melissa@signature-dc.com