

Now hiring.

Décor Studio Manager



www.dougarryhomes.com/career



Doug Tarry Homes has been committed to our customers in St Thomas and the surrounding areas since 1954. Our construction company is currently seeking a full-time Décor Consultant that is customer focused with ability to easily interact with home buyers, our systems and internal resources.

Reporting to the Vice President of Operations, the Décor Studio Manager will assist the Sales and Décor staff in selling new homes and work closely with the Project Coordinator and construction staff.

Some of the tasks you do will include:

- Oversee team members to identify and overcome required timelines, deadlines for selections, sign off and distribution of paperwork and coordinating with the journey map
- Monitor project progress, and handle any issues that arise, ensure photos of home and communication to client on progress is aligned with the build
- Ability to manage multiple urgent requests and rapidly changing priorities
- Continuously look for momentum and improvement in all aspects of team and department tasks

The following skills are required:

- 5-10 years' experience in a related field.
- Ability to prepare and interpret schedules and step-by-step action plans
- Mentor new Décor Consultants to achieve success in their role
- Customer focused with a demonstrated ability to competently interact with internal/external customers
- Self-starter who has extremely resourceful, accurate, fact-finding aptitude
- Good organizational skills – scheduling and sticking to timelines

If this sounds like you, we invite you to submit an application to our organization by emailing Heather Fletcher at hfletcher@dougarryhomes.com. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forward-thinking organization that is rapidly advancing in the high-performance sustainability sector and need like minded individuals to work with our stellar team!

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

