

**Now
hiring.**

**Décor
Coordinator**



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 Décor Coordinator. The Décor works in a team environment and is responsible for ensuring our buyers seamlessly move through the Design and Décor selections in a timely manner while delivering an optimal customer service.

Some of the tasks you do will include:

- Provide amazing customer service.
- Provide administrative support to the Design & Decor teams.
- Collaborate, organize and communicate critical information accurately, and in a timely fashion.
- Coordination between customers, staff, subtrades and suppliers.

The following skills are required:

- Must be able to work collaboratively with cross-functional teams.
- Must have excellent communication skills and a strong desire to provide amazing customer service.
- Must be able to quickly adapt to changing priorities in a fast-paced environment.
- Must be an organized, self-starter with a willingness to learn new things.
- Must be proficient in Microsoft Office including outlook, word, excel and PowerPoint.
- Strong attention to detail and a proven ability to handle confidential information with discretion is required.
- College or recognized administration or technology diploma is preferred but not required.
- The ability to read blueprints is an asset but not necessary.
- Must possess valid driver's licence with clean drivers abstract.

At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forwardthinking organization that is rapidly advancing in the high-performance sustainability sector and need like minded individuals to work with our stellar team!

Doug Tarry Ltd is committed to employment equity and welcomes diversity. We encourage applications from qualified individuals from all backgrounds. *Doug Tarry Ltd provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources at hr@dougarryhomes.com.*

We thank all applicants for their interest in this position, however, only qualified candidates will be contacted for the next steps in the process.

