

Now hiring. Decor Consultant



www.dougarryhomes.com/career



The Decor Consultant assists clients/customers in the selection process when building a new Doug Tarry home. In addition they assist the Sales and Decor staff in selling new homes and they work closely with Project Coordinator(s) and construction staff.

This position reports to the New Home Design & Decor Manager.

As part of your duties and responsibilities are as follows:

- Review paperwork for accuracy, includes permit packages, revisions, invoices and work orders sent to Trades.
- Design & implement computer program interface for clients/customers use. Includes maintenance & updates.
- Décor consultation with clients where it is not practical, or timely for client to work with another consultant. Improve the selection process with clients to enable them to have more time and a better experience.
- On-site visits to review client selections, and ensure clients are getting what they paid for.
- Ensure selections are on schedule. Streamline the electrical selection process and reduce in-house workload.
- Décor studio tours (pre-contract and newly signed). Be present at Décor studio if a client needs to come in and sign off paperwork.
- Attend meetings as required.
- Final approval for Décor and selections for quick possession and model homes.
- Model home relocation, including packing, arranging movers and storing items. General labour associated with merchandizing of model homes. Manage furniture for staging.
- Model home inventory (keep an accurate account of all purchasing and selling of inventory items). Photos of all inventory & stickers/numbers to correspond with inventory list (detailed description of item). Ensure storage area is maintained and organized.
- Management of emails/calendar/schedule/time/vacation requests
- Ensure Décor studio remains up-to-date with samples, displays, UBS's, supplies.
- Delivery of paperwork to and from other departments as required on an as-needed basis.
- Provide an exceptional customer experience





You will need the following skills:

- College diploma in design or equivalent and construction and/or design experience
- Customer focused with a demonstrated ability to competently interact with internal/external customer
- Friendly, outgoing personality who is able to work as part of a team and independently
- Self-starter who has extremely resourceful, accurate, fact-finding aptitude
- Ability to handle difficult situations and find resolution
- Good organizational skills – scheduling and stick to timelines
- Proficient in Microsoft office applications & willingness to learn new computer programs

\$26.00 - \$30.00 per hour

If you meet the qualifications needed for this position, we invite you to submit an application to our organization. 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.*

