

Job Description – Fox Home Innovations

Job Title: Design Assistant

Reports to: Lead Designer

Updated: 9/26/2022



Position Summary:

Under the supervision of the Lead Designer, the Design Assistant is responsible for providing support to the Design Team through a variety of organizational and technical responsibilities. The position requires that the Design Assistant be self-motivated, highly organized, and have a positive attitude. This is a Full-Time Hourly, non-exempt position.

Qualifications:

- Post-Secondary Degree in a Design-related field preferred, but not required
- Proficient in Chief Architect x11 or another related CAD program preferred, but willing to train the right candidate
- Working knowledge of Microsoft Office Suite
- Math and strong analytical skills for material estimates
- Creative imagination and practical understanding of construction
- Ability to establish and maintain collaborative, effective working relationships with managers, peers, and other employees
- Good communication and organizational skills are a must
- Ability to communicate concepts, thoughts, and ideas both written and verbally, using proper spelling, grammar, word usage and punctuation
- Must be able to work at a computer or desk area for extended periods of time

Goals, Duties and Responsibilities:

Design Assistant's Primary Responsibilities:

- Maintain Chief Architect software templates and updates.
- Keep up to date the Chief Architect software material library.
- Maintain up-to-date pricing for finishes, fixtures, materials and other miscellaneous items.
- Keep inventory updated in the showroom.
- Research and source new items and materials.
- Maintain knowledge of design trends, building practices and technical applications.
- Obtain suppliers bids as appropriate- Most common being cabinets, countertops, and flooring.
- Secure finish estimates for the design development phase with manufacturers.

- Assist the Design Team with imaginative and practical design solutions, as needed.
- Assist the Design Team by building Design Binders, as needed.

Administrative Duties

- Participate in weekly design review meeting.
- Assist in maintaining the showroom for cleanliness and appropriate stock levels of supplies and refreshments.
- Organize and maintain all project documents in the shared network drive.
- Greet walk-in visitors, ascertain nature of business and direct accordingly.
- Assist the Lead Designer in maintaining the coffee maker in the showroom and making coffee for clients or guests, as needed.

Sales and Marketing

- Enable future FHI sales by exceling at your role as Design Assistant through constant and consistent communication with our clients, as your position requires. Promptly address any customer concerns and issues. Help FHI create happy customers by exceeding the customer's expectations whenever possible.
- Help support the FHI Team in customer-related activities to help foster the best customer experience allowable.
- When answering phones or managing walk-ins, capture the proper information for sales to qualify the lead and follow up.
- Participate as needed in company events to help promote and support the success of the company.

Estimating

- As with all FHI employees, the Design Assistant can and will impact the health of FHI through their dedication to proper business practices and time management.
- Ensure the accuracy of all pricing to assist Estimating in being up to date on any pricing changes and adjustments.
- Communicate any required information to Estimating regarding bids received during the design process.

Leadership

- **The Design Assistant will embrace, support, enable and promote the FHI Care Values and Vision Statements.**
- The Design Assistant will always maintain a positive professional attitude towards FHI, other team members, office staff, vendors, and trades and FHI customers.
- Support and promote all FHI policies, procedures, and initiatives in a positive manner.
- Recognize and acknowledge any negative issues immediately. Create and implement a solution to these issues. Report any major issues to the General Manager.
- Ensure all non-employee vendors and trades maintain the highest regard for FHI when on our sites or communicating with our staff or customers.
- The Design Assistant will lead by example.
- Consistently act with honor, dedication, and focus

- The Design Assistant will continually educate and improve both professionally and personally.
- Show an initiative to learn new skills, gain new information, grow creatively, and pursue continuous improvement.
- Provide encouragement, recognition, constructive feedback and coaching to all team members.
- Resolve all conflicts in a manner which benefits all parties involved.
- FHI, whenever possible, will support all employees both professionally and personally through training, education, and a positive, healthy work environment.

I agree with this description of the work I am to produce as a Design Assistant of Fox Home Innovations and to the level at which I am to perform my duties. I understand that I am expected to maintain a professional image and attitude consistent with the company objectives and core values. Furthermore, I also understand that Fox Home Innovations, LLC holds the right to modify and change this job description at any time.

Signature _____ Date _____
 (Employee)

Fox Home Innovations Core Values

Unequaled Client Experience: *Clear Communication & Expectations
 *Personable & Empathetic, *Attention to Detail

Lasting Relationships: *Treat others the way that THEY want to be treated. (The Platinum Rule) *Willing to learn and adapt *Loyal & Trustworthy

Work Ethic: *Skilled Craftsmanship at all levels *We do what we say we will do. *Organized & Consistent *Don't screw the next guy

Tackling Adversity with Positivity: *Own it *Take definitive action
 *"Calm seas don't make for good sailors"

We Grow and Have Fun Together: *Always learning
 *We Are a Team *Excited about the future