



Design Assistant Job Description

FairTradeWorks is a construction project management service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation projects, to brand new luxury homes, to multifamily developments. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Design Assistant is responsible for helping the Client Care/Design Manager complete a variety of tasks. The candidate must be great with technology, detail oriented and have an upbeat, positive attitude. The ideal candidate is someone who has excellent colour sense, understands the basics of design, is personable, organized, customer-orientated and willing to adapt to a fast paced, multi-tasking environment. The candidate will be expected to demonstrate creative abilities and applied problem-solving skills, work in a team setting and achieve results through collaboration and sharing. The candidate is also expected to have proven ability to self-manage and demonstrate high level of professional maturity.

Responsibilities and Duties:

- Assist in design development
- Effectively maintain and organize the resource database while increasing productivity
- Participate in client/designer meetings
- Prepare presentation boards and draft floor plans
- Assist in adding value to client presentations resulting in increased sales
- Order materials and arrange delivery to the project sites in a timely manner
- Assist project Advisors from first consultation to the final survey
- Develop & maintain a good relationship with our pool of trades & vendors
- Handle miscellaneous client care inquiries and general information calls via phone, text, or email
- Greet clients in a courteous, friendly, and professional manner

Requirements and Qualifications

- Proficient in AutoCAD, Sketchup, Microsoft Office & Adobe Photoshop
- Knowledgeable about interior design
- Ability to source materials, furnishings, fabrics, fixtures, and finishes
- Ability to coordinate and oversee installations
- Ability to assist in renderings and floor plans
- Ability to develop presentations and work with budgets
- Ability to work with walk-in customers interested in making purchases
- Work well under pressure and with multiple project deadlines



RELATIONSHIPS:

Reports to: Client Care/Design Manager

Education and/or Experience: Experience working in a finishing showroom and/or a degree in Architecture/Interior Design.

Other Skills and Abilities: High commitment are essential in this position. As is being open minded, client care oriented while still maintaining a strong business sense. Must be proficient in Microsoft Office applications and Acrobat and have superior organizational skills.

Language Skills: Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Position Competencies:

- Creativity/ Analytical Skills
- Enthusiasm/ Initiative
- Flexibility/Adaptability
- Problem Solving/ Team Skills
- Organizing/Planning Ability
- Sound reasoning skills
- Persuasive Techniques/ Excellent communicator

Pre – Employment Requirements:

- Candidates selected for interview must be able to pass a simple pre-employment excel test & design test
- Candidates selected for hire must be able to pass a pre-employment police background check
- Candidates selected for hire must have a valid BC driver license and provide a driving abstract

Working Coniditions:

- Appearance must always represent the company image
- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedules, priority changes and short notice activity

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. The incumbent will be expected to follow any other job-related instructions and to perform other job-related duties as requested by the supervisor.



Acknowledgement:

I have received a copy of my job description and I understand the requirements of the Design Assistant position.

Employee's signature and

Date

Supervisor's signature

Date
