

## Cabinetry Design Assistant

We are currently seeking part-time cabinetry design assistant to join our cabinetry showroom located in North Scottsdale Airpark.

This position is a great opportunity to learn from an industry leader and become a highly skilled kitchen designer! An ideal candidate may be someone enrolled in a design program, or someone with some prior experience in a design setting or showroom.

As a design assistant you will need to have an understanding of kitchen cabinetry design software and layouts; as well as be capable of handling a variety of administrative, support, and showroom responsibilities.

A list of your responsibilities will include:

- Showroom organization and greeting clients
- Maintaining a log of samples signed out, and keeping the showroom stocked and in good order
- Greeting and assisting walk-in clients, and don't worry- we'll train you to answer questions on product, technical specifications, design trends, etc...
- Updating our database, and maintain and track communications while working with our designers
- Work well with a team... you'll be working with both our sales team and ownership
- A working knowledge of 20/20 design software is a large edge when applying for this position as a primary portion of this role will be to assist our designers with drawing modifications, printing layouts, etc...
- Be capable of searching various websites and finding appliance and plumbing specs for each project

The ideal candidate will have:

- 2 or 4-year degree in Interior Design / Kitchen/Bath Design or equivalent experience
- Prior working experience in a kitchens and bath showroom
- Great organization skills and the ability to focus on multiple projects
- 20/20 or equivalent design software (Cabinet Vision, Chief Architect, Auto CAD)
- Proficiency using other cloud-based software including Dropbox, Gmail, and Microsoft Office

## Why Us?

- You'll get to work on varying size projects with builders, interior designers, and architect firms of different size, ability, and clientele.
- We have some amazing clients and projects in which you'll be proud to become a part of.
- We'll train you on product and cabinet technical specifications, thereby growing your knowledge base.
- As a small company, we're more relaxed than a large corporation so the work environment is a plus.
- We are not interested in micromanaging an employee; so you'll need to be able to motivate when given projects to complete.

## Details:

- This will be a 1099 position to start (90 day period), with the potential of becoming an employee for the right person.
- We are a drug and tobacco-free work environment, and a fun and dynamic group. We encourage a balanced work schedule with no work required on weekends.
- Once an employee, you will receive paid holidays and accruing PTO, and sick time.
- At this time, we do not offer a group health policy, so you will be required to carry your own health insurance.
- We do, however, contribute to an Afflac policy for full-time employees.
- We will require a background check and reserve the right to a drug test prior to hiring.

This is a part-time hourly position (possibly becoming full time) at \$12-\$15 per hour.

Please submit your resume/work history, and any other work experience you'd like to share.

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## Thanks!

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