

CUSTOM DESIGN



CONSTRUCTION

Designer Job Description

Custom Design & Construction is a 30 year-old award winning design / build professional home remodeling firm. Presently we are looking for a dynamic, strategic and innovative Designer for our El Segundo Design Center. The successful candidate must be familiar with a variety of the field's concepts, practices, and procedures, and must be able to rely on experience and judgment to plan and accomplish goals. The Designer reports directly to the President.

Overall responsibility of the Designer is to sell remodeling projects to potential clients that meet the needs of homeowners, represent value to clients, and generate a profit for the company. Priority should be given at all times to providing the best possible client service.

Primary Responsibilities

The primary functions of this position include, but are not limited to:

- Greet prospects in our design center, answer phone calls and email inquiries in order to discuss design, remodeling and new construction services; setting an appointment to meet with prospects in their homes.
- Use telephone and email to contact and communicate with prospects in our data base to explain our products services and set appointments.
- Follow up with prospects to gain their feedback and maintain records of contacts, and sales call information.
- Represent the organization and communicate with customers and other people outside the organization in person, in writing, or by telephone or e-mail.
- Perform day-to-day administrative tasks such as maintaining information, files and design/sales calendar.
- Maintaining working knowledge of new products and industry trends by reading industry magazines.
- Becoming involved in a minimum of one community or business organization approved by the President.
- Maintaining a basic knowledge of the cost and health consequences hazardous issues such as lead, asbestos, and radon will have on current and future projects.
- Completing all design work, estimates and accompanying paperwork (known as packaging) necessary for production to perform all duties as written in contract.

- Maintaining knowledge of current financing opportunities and rates in order to offer assistance to clients.
- Drafting layouts, elevations, and construction details for residential remodeling projects, and making print copies as required. This will often include on-site measuring and site inspections;
- Assist in preparation of project document packets. This may include delivery and pick-up of documents, completing forms, and copying. Related to this, the Designer may also be asked to meet trade contractors and/or building inspectors on the job;
- Compiling material samples and selections for client projects, which includes visiting area showrooms and suppliers to obtain materials, and may include creating color / materials boards;
- Writing and creating of specifications, trade contractor bid procurement, and project estimating;
- Assisting with maintenance of the price-books, samples, and product literature. This may include work on the computer, calling trade contractors, and related research;
- Participate in training programs offered by the company to include use of price-books for general work and cabinet estimating, computer training as required to perform the work assigned, design training, sales training, and other classes as required by the management team. Designers may be asked to participate in one of our certification programs (Certified Kitchen Designer, Certified Bath Designer, and others) depending on the particular position they fill;
- Assisting with special projects such as annual company open houses and public seminars, special mailings, public relations efforts;

General Requirements

The Designer will be expected to lift light materials. The Designer is expected to abide by the company safety policy, including supporting Custom Design & Construction's Drug-Free Workplace Policy. Regular travel between offices and to-and-from job sites is also required. S/he will be expected to provide a valid driver's license. This person is expected to provide his or her own transportation to-and-from the office and during the workday, in order to perform the required duties of this position. The Designer position requires that the capacity to negotiate a variety of site conditions, uneven ground, climbing stairs and occasionally climbing ladders.

The ability to work as a member of a team is a requirement of this position. Each company employee is assigned to a team, which meets at least once a month to discuss company business. The Designer will be expected to be a full participant on his or her team.

This position requires a combination of education and/or experience in housing, construction,

architectural design, interior design, and architectural drafting. This position requires the ability to speak, read, and write in English, and the ability to understand spoken English. Experience with MS Office products including Word, Excel and Outlook is a must.

Dress

The salesperson will dress as a professional. Minimum requirements are dress slacks and dress shirt (tie optional) or skirt and blouse. The salesperson will present a neat appearance at all times.

Equipment

The salesperson will use, during work hours, a late model vehicle in good condition. This vehicle will be kept clean and neat at all times.

The salesperson must carry with him/her the following aids:

- Note pad, and pencil or pen
- Business cards (company provided)
- Camera
- Measuring tape
- Smart Phone
- Collateral and sales tools (company provided)

Hours

The salesperson is expected to work a minimum of 40 hours per week, making sales calls, prospecting for clients, and ensuring that jobs under construction are running smoothly. Because of the necessity for evening and weekend work, the hours are flexible.