



JOB DESCRIPTION

TITLE: Cabinet Designer

STATUS: Non-Exempt, Hourly

REPORTS TO: Sales Manager and Scheduler

DEPARTMENT: Sales

Work hours: Typically, M-F 7:00-4:00 pm (occasional Saturdays)

Cabinet Designer Job Description

Hands-on cabinet designer to create and order kitchen, bath and other cabinets. The cabinet designer will be required to consider the intended purposes of each cabinet job, along with clients' style preferences, when drafting cabinet layouts.

To be successful as a cabinet designer, you must be a multitasker with a personality to provide outstanding customer service. Invariably, a successful cabinet designer will demonstrate initiative within the confines of clients' wishes.

Cabinet Designer Responsibilities:

- Meeting with clients to ascertain the intended functions and appearance of each space.
- Going to potential jobsites to take measurements and suggest design solutions.
- Anticipating and informing clients of additional features which may be of use to them.
- Giving careful consideration to the placement of water and electrical systems to ensure safety.
- Creating a plan (via software) which details the layout and appearance of all installations and loose furniture.
- Suggesting appropriate materials and finishes.
- Assisting clients to select and supervise the work of independent contractors, so that their duties are conducted in accordance with clients' visions.
- Informing clients about appropriate care for their kitchens.
- Accurate recordkeeping, billing responsibilities, organizational skills
- Observing prescribed building and safety regulations.

Cabinet Designer Requirements:

- High school diploma.
- Familiarity with (or ability to learn) appropriate design and visualization tools including ability to learn and use 20/20 design software.
- Top-notch communication and customer service skills.
- Active listening skills and attention to detail.
- Excellent organizational and time management skills.
- Familiarity with other building materials and construction basics
- Ability to learn our Point-Of-Sale computer software, flexibility to back up sales in other areas