Position Title: Design Coordinator
Reports to: Designer
Date: March 2025
Hourly position with minimum availability from 7:30am – 5:00pm

Job Summary:

The Design Assistant role is vital in helping ensure the success of remodeling projects. This position is responsible for assisting up to two designers during the design, selection and pre-construction phases. The scope of duties covers a wide range of tasks, including but not limited to assisting with design selection appointments, securing material quotes and samples, organizing and managing selection documentation data, assisting with development of construction documents, communicating with clients and vendors, and maintaining quality standards. Additionally, the Design Assistant will be responsible for maintaining the showroom sample inventory, material specification resources and showroom displays.

Duties/Responsibilities:

· **Material Selection** – Assist with recording material selection details during client selection meetings. Request material quotes through email, price list reference and RFI procedure. Update and manage final selection details in Buildertrend and ensure client approvals are obtained according to the project timeline.

· **Showroom Maintenance** – Maintain up to date inventory of all finish material samples displayed in the showroom, specification catalogs and support material. Coordinate designer product knowledge meetings with vendors.

· **Buildertrend Maintenance** – Develop and maintain material catalog images, pricing and specifications for use in estimate development and selection documentation.

· **Project Documents** – Assist with development of estimate portfolios and construction plan portfolios. Assemble material specification sheets for construction documents.

· **Client Communication** – Assist designer with client contact as needed. Be available as a client resource.

· **Team Communication** – Communicate regularly with design team, production team, vendors and clients to maintain project clarity and team coordination.

· **Problem-Solving** - Address challenges and unexpected issues that arise during projects, finding solutions to keep projects on track.

· **Adherence to Company Procedures** - Manage projects and in accordance with company standards and procedural guidelines. Ensures that clients are properly utilizing Buildertrend in the design phase

Required Skills/Abilities:
- Design-related degree and one to three years of experience in design-related
- field.
- Excellent organizational and interpersonal skills.
  Experience using design technology (Chief Architect and 2020/Design Live).
- Strong analytical and critical thinking skills with ability to make decisions under pressure.
- Ability to effectively communicate both positive and negative information to clients and team members.
- Clear verbal and written communication skills.
- Ability to work with office and field team providing clear direction and support while maintaining a positive and engaging work atmosphere with a good sense of humor.
- Proficient in Microsoft applications including Outlook.
- Excellent organizational abilities to coordinate schedules, tasks, and resources efficiently.
- Ability to remain flexible and efficient in a fast-paced environment and adapt to change.
- Possess critical thinking skills to effectively address challenges and find solutions quickly. Adept at decision-making and exhibit proficiency in multitasking.

Success Measurements:
- **Attendance and Reliability** – Excellent attendance and reliable transportation to job sites.
  Versatility – Ability to be flexible and adaptable in various situations.
- **Design Details** - Guarantee products are properly documented and quoted to minimize reorders. Manage material resources, optimizing vendor and subcontractor resources.
- **Material Management** – Effectively manage materials and showroom appearance to ensure resources are available and up to date for use by design team.
- **Communication Effectiveness** - Team player with excellent oral and written communication skills and sustained collaboration across all KCBR departments. Responsible for accurate selection documents in Buildertrend and daily logs as needed to document job related information effectively.
- **Proactive Management** – Proactively communicates and requests input/help from designers, displaying initiative and proactive problem-solving skills.
- **Team Productivity** - Acts as a true team member to ensure productivity and foster a collaborative work environment. Addresses communication gaps promptly and collaboratively with team members, while showing recognition and appreciation for those who uphold the company core values.
- **Technology Proficiency** – Consistent daily recording of job details, team and client communication in Buildertrend. Competent use of design software such as Chief Architect and 2020/Design Live. Competent use of other

required technology including Outlook email and other team communication tools and apps.

Must demonstrate the following behaviors:

Creativity; Resourcefulness; Problem Solving; Critical Thinking; Integrity and Trust; Managing and Measuring Work; Planning and Priority Setting; Process Management.

Physical Requirements:
- Ability to sit for extended periods of time.
- Occasional lifting and transporting of materials.
- Travel between job sites and vendor locations.

Additional Requirements:
- Valid driver's license with good driving record.
- Ability to pass drug screening.