

## **Kitchen and Bath Designer Nova Kitchen and Bath, Inc**

**JOB TITLE:** Kitchen and Bathroom Designer

**DEPARTMENT:** Design and Inside Sales

**SUPERVISOR:** President

### **JOB SUMMARY**

For more than thirty-five years, Nova Kitchen and Bath, Inc has provided quality design, service and installation to literally thousands of satisfied customers. We are a company built on honesty and integrity offering innovative and imaginative designs supported by an incomparable staff. We provide quality service to our clients before, during, and after the sale. We represent an extensive product line, and our value exceeds our price. We are the benchmark for kitchen and bath designs in Western North Carolina.

We are seeking a qualified, experienced, tech-savvy kitchen designer with proven kitchen and bath design skills. The most qualified candidate will also possess an out-of-this-world work ethic and strong organizational skills, proving they can exceed the expectations of our incredibly loyal customer base.

### **GENERAL JOB DESCRIPTION**

The kitchen and bath designer designs, draft layouts and drawings of kitchen and bath areas, ensuring that the project meets the requirement of the client. The designer will discuss the detail of the project, draw the plan accordingly to their client's needs and prepare an estimated cost for the project. The designer is responsible for ensuring the order, installation, and payment of the cabinets and countertops, and completing the order to the client's satisfaction.

### **SKILLS AND ABILITIES**

1. Good understanding of basic Cabinet Construction
2. Ability to hand sketch, read a measuring tape, read/scale blueprints
3. Have basic sales knowledge and experience
4. Ability to communicate effectively
5. Ability to read, analyze and interpret general business communication
6. Ability to effectively present information and respond to questions from clients in a timely manner
7. Proven abilities in estimating, organizing and closing leads
8. Exceptional customer and communication skills
9. Quality and value oriented
10. Capability to learn new software and procedures
11. Ability to accurately bid projects

12. Work proactively with customers to present the value added to our services
13. Achieve and maintain rapport with customers and work to give them the best possible customer experience
14. Work closely with other departments to ensure completion of the sale and that the customer needs are met
15. Manage projects from beginning to end
16. Excellent phone skills
17. Excellent follow-up dependability
18. Ability to follow established priorities
19. Ability to meet time sensitive commitments and expectations within reasonable time frames
20. Excellent multi-tasking and organizational skills
21. Must have work knowledge of or be able to learn these skills in a timely manner

## **COMPETENCIES**

1. Technical Capacity
2. Personal Effectiveness/Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Flexibility

## **PREFERRED EDUCATION AND EXPERIENCE**

1. High School Diploma (or equivalent)
2. Minimum of 2 years' experience in Design and Sales
3. Architectural Design or Cabinetry Construction Background
4. 20-20 Technologies Design Experience

## **ADDITIONAL ELIGIBILITY QUALIFICATION**

Minimum of 2 years college credits if preferred

## **BENEFITS**

1. Salary determined by experience and knowledge
2. Full-time benefits include insurance coverage, vacation and personal leave days, and a retirement plan

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