

WOODSTOCK

KITCHENS + BATHS

DESIGNER ASSISTANT

We partner with homeowners, contractors, designers, and architects in the journey of remodeling and building, so our clients can stop feeling overwhelmed and enjoy a smooth and personalized experience guided by trusted experts delivering a captivating, functional, and livable space.

We are looking for our next success story: a Designer Assistant to join our team!

Do you have the right attributes, talent, and effort?

- *Are you a creative and analytical person who puts what is best for the team and clients first?*
- *Do you have a client-forward attitude with the proven ability to prioritize tasks in order to effectively meet deadlines and provide high quality service to clients?*
- *Are you an enthusiastic team player that is a fantastic communicator and wants to contribute to a terrific work environment and culture?*
- *Are you someone who aspires to grow your skills in a growing company? **If so, read on. You may have found your next career opportunity.***

Secure your opportunity to do more of the creative work you love, develop your craft, and work in a great team culture. We believe in improving people's lives through their living environments and we work with clients on custom projects in Chittenden county and beyond.

If you are able to:

- *Serve as a liaison for Designers and a point of contact for clients,*
- *Be the creator of build plans and ensure all parties are informed,*
- *Coordinate site deliveries, templates, and installs,*
- *And can assist with managing well-run projects with great outcomes with high client satisfaction,*

If this is you, you may have found a great career fit! This is a unique opportunity to be a part of a dynamic and growing team, and to contribute your skills and expertise to our clients' renovation journeys.

As a Designer Assistant at our company, you will be rewarded with:

- A competitive salary
- Health insurance plan reimbursement
- PTO package
- We also offer a 4% match on your personal contributions to a retirement plan after your first year of employment
- And a family-oriented team culture where you will feel valued and supported

This is a great opportunity to advance your career and get into the design industry, while enjoying the benefits of a high-performing team and the support of a positive work environment.

We are seeking a Designer Assistant who is organized, personable, creative, and able to take on tasks to increase Designer capacity, keep projects on-time, and maximize client satisfaction. The ideal candidate will be a team player, and be able to multitask and manage multiple projects with grace.

As a Designer Assistant your primary responsibilities will include:

- Take on tasks (admin/logistics/etc.) to increase Designer capacity and maximize contracts, such as client communications, CRM updates, identifying product, enter cabinet orders & final selections, etc.
- Serve as a liaison for Designers and a point of contact for clients throughout the project, ensuring both groups are informed, valued, and highly satisfied.
- Work alongside Designers to plan for creative, functional, and aesthetically-pleasing designs that meet our clients' budgets and design directives
- Meticulously managing expectations for clients and contractors
- Ensure timely executions and placement of accurate requests for made-to-order products

The best reasons to join Woodstock Kitchens & Baths:

1. You will get to be a part of a high-performing company that acts with integrity. We are led by the golden rule and treat others the way we want to be treated.
2. You will play a vital role in a team of effective communicators. We are exceptional communicators, carefully setting and managing expectations with our clients, contractors, and one another.
3. You will have the opportunity to be part of a team of relationship builders. Building trust and relationships, and delivering exceptional service is where we shine!

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We only have one Designer Assistant position available and we are looking to hire as soon as we find the right candidate. If this speaks to you or you know someone who perfectly fits the description, get in touch with us!

To apply - Send your resume and cover letter to careers [at] woodstockkitchens [dot] com.