**JOB DESCRIPTION**

**Kitchen Designer**

**Summary**

This position will be responsible for selling design solutions and expert installation, while representing Home Hardware’s brand. Daily operations will include cultivating strong customer relationships, providing clients with professional advice and recommendations, calculating quotes, managing projects, and coordinating with suppliers.

**Core Competencies**

* Minimum of 3 years work experience as a kitchen & bath sales consultant;
* Proven experience in sales and customer service;
* Self-motivated, initiate sales tasks without assignment;
* Knowledge in Design 20/20 and Microsoft Office;
* Ability to plan, organize, and manage multiple projects from start to finish;
* Excellent written and oral communication skills;
* Strong attention to detail;
* Willingness to learn, with a positive, professional attitude;
* Ability to work some evenings and weekends.

**Job Responsibilities**

* Develop referral network of clients;
* Foster relationships with suppliers, contractors, and installers;
* Resolve customer, contractor, and installer issues;
* Provide accurate measurement on new or existing builds/renovations;
* Prepare proposals, quotes, designs and contracts to present to clients - calculate install prices, effectively manage costs, and process payments;
* Perform administrative tasks to process quotes, product orders, sales, and conversion reports;
* Order kitchen, bath, and building materials product;
* Plan promotions and execute events;
* Other related responsibilities as directed by supervisor.

This position reports to the **General Manager.**

*\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\**