

Lead Designer, Penn Contractors

Position Summary

The designer role at Penn Contractors is multi-faceted and hugely important to our success as a design/builder. Your interaction with our clients and the thoroughness of the information you collect/provide is critical to the product we produce, the client experience and our profitability. Typically, you will assist our clients with design/product selections, our Remodeling Consultants (RC) in moving our projects towards a construction agreement (CA) and our production team w/ a successful implementation of our designs.

Essential Functions

Design, architectural & cabinetry

- With input from RC, create conceptual sketches in Chief Architect (Chief) to help narrow a client's project vision prior to engaging our architect.
- Develop preliminary/final kitchen/bath/etc. cabinetry designs in Chief. These drawings will be used to sell, specify, order and install our kitchen/bath cabinetry.
- In both architectural and cabinetry applications, create/refine/share project model in Chief to help the client "see" and understand their project.

Planning

- Manage client experience, w/ input from RC from signing of Planning Agreement (PA) through signing of Construction Agreement (CA), completion of their project and beyond.
- Documenting all product selections in Co-Construct (CoCo).
- Documenting and confirming pricing for all product selections.
- Securing approval for all product selections and any needed product driven ROS's.
- With input from our Production Manager (PM), order all finishes/cabinetry/fixtures on an as needed basis.
- Work within Penn systems; operational, philosophical, and financial to ensure a fantastic client experience and produce desired net profit goals.
- As needed, accompany our clients to area showrooms to guide and support their selection process.
- Build the necessary relationships with area showrooms to ensure a pleasant, productive visit for you & our clients.
- For items that Penn will source in-house, ensure that Penn has what it needs (samples/displays) in its office to support/secure product decisions.
- Attend in-house preconstruction meetings to ensure our production team gets their questions answered and understands all product.
- Ongoing; ensure that all pertinent information is shared w/ client, production and sales throughout the entire project life cycle; design & planning, pre-production, production and post-production.
- Share information regarding client peculiarities and goals to ensure we have a raving fan at projects completion.

Important Attributes

- Desire to continually update knowledge of product and evolving styles
- Great customer service personality and skillset; open, warm, supportive, empathetic, detailed, thorough, self-managing
- Ability to discuss design decisions and how they may impact budget and an understanding of why this is important.
- Flexibility, 20 to 30 hours a week with the plan of growing this service.

Knowledge/Skills/Abilities

- Knowledge of: Residential construction and cabinetry design principles; Microsoft Office Suite; proficient in Chief Architect, 20/20, AutoCAD, Revit or other design programs.
- Skilled in: Visual design, including proportion and aesthetics; layout, color, lighting, materials selection; verbal and written communication, including presenting; sales and marketing; interpersonal relationship-building and customer service; problem-solving; organization; time management (goal of 75% of time to be billed to projects, maximum 25% of time to be non-billable); project management.
- Able to: Apply a sense of style to create aesthetically pleasing and functional architectural and cabinet designs; read and interpret architectural drawings; communicate the vision to the production team.

Education/Experience

- Associates Degree in Architectural/Interior Design or related field required, Bachelor's Degree preferred.
- Professional interior design, AIA, NCIDQ, and/or NKBA certification highly preferred.
- Minimum 5 years design and drafting experience in a construction-related field.

Schedule/Work Environment

- Part-time, 20-30 hours/week (~~Mon-Fri, 8:00 a.m.-5:00 p.m.~~), ~~one-hour unpaid meal/personal period.~~
- Approximately 80% in-office design work, 20% jobsite and Client meetings.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds occasionally.
- Must be able to distinguish between colors.