



Orren Pickell Building Group, LLC
Job Description
KITCHEN AND BATH DESIGN ASSISTANT

Job Title: Kitchen and Bath Design Assistant
Division: Orren Pickell Building Group, LLC
Reports To: Lead Interior and Cabinet Designer
FLSA Status: Nonexempt
Prepared By: Krista Benton
Prepared Date: May 5, 2021
Approved By: Krista Benton, Manager
Approved Date: May 5, 2021

OPPORTUNITY HIGHLIGHTS

Whether just embarking upon a career in interior/kitchen& bath design or an experienced professional seeking to support some of the most beautiful and unique projects in the Greater Chicagoland area, this position offers client engagement, unlimited creative possibilities and a team environment that will help you succeed in the industry. The Orren Pickell name attracts clients with unique and diverse requirements and our Kitchen & Bath Design Assistant will contribute to all size project scopes from our smaller remodeling work to the expansive opportunity to design all cabinetry spaces for a family's new dream home.

SUMMARY OF POSITION

A Kitchen and Bath Design Assistant for CabinetWerks Design Studio will engage in all aspects of the design process, including the initial design of cabinetry throughout the home, drafting of the plans and placing orders with cabinet makers. Candidates should possess an extensive knowledge and enthusiasm for computer drafting to ensure accuracy and adherence to our clients' vision for their project. Our collaborative team approach will support your efforts to help navigate design challenges, utilizing your expertise and insights to design and draw cabinetry layouts for residential kitchens, baths, mudrooms, laundry rooms, libraries, bars closets and various other built-in millwork pieces. The Design Assistant also updates and maintains the cabinetry selections gallery and inventory of samples. The work demands thoroughness, attention to detail and the ability to follow through and complete tasks in accordance with project timelines. The position requires strong communication and organization skills to efficiently convey information from the client and suppliers to the rest of the team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates highly detailed cabinetry and closet drawings using computer-aided design (CAD) applications
- Attends design meetings as required. Takes detailed notes at meetings and prepares follow-up correspondence; and facilitates communication with architectural, estimating or construction staff.
- Prepares computations of moderate complexity, prepares specifications and makes adjustments and/or modifications to drawings as necessary.
- Prepares field measurements as needed.
- Prepares cabinetry and closet material lists, process change orders and write purchase orders
- Organizes and maintains client files. (This includes electronic files)

- Schedules and confirms design meetings.
- Places order with manufacturer to confirm completeness, proper dimension of products, and conformity to standards and procedures. Notes availability and delivery of materials.
- Check cabinetry acknowledgements for accuracy and completeness
- Evaluate, price and place orders for warranty work
- Reviews appliance, plumbing and other specifications to ensure accuracy of calculations and dimensions for proper installation.
- Utilizes Microsoft Word, Excel and PowerPoint to type letters, memos, reports and other presentation materials.
- Performs related duties as assigned or needed.

QUALIFICATIONS

A Design Assistant for CabinetWerks Design Studio must be able to work independently and demonstrate the commitment to support the department effectively, delivering requirements in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or abilities required:

- Able to understand and follow and complete oral and written instructions
- Advanced knowledge of CAD software
- Able to plan, organize and supervise multiple projects
- Able to make independent decisions and work independently
- Exceptional 'people skills' with ability to present ideas and negotiate
- Product knowledge of the cabinetry industry, including latest products and manpower requirements
- Familiar with Microsoft Word, Excel and PowerPoint
- Detail-oriented
- Able to maintain harmonious working relationship with other employees, subcontractors and clients

Must demonstrate our company core values:

Integrity

- Do what you say, when you say it
- Encompasses our team, designs and the homes we build
- Do what is right, not what is easy

Pride

- Be proud of what you do
- Be proud of how you do it
- Be proud of those you do it with

Team

- Work alongside people with great hearts and minds
- Build with people who love what they do
- Create with people that have the desire to be the best at what we do

Commitment

- Exceed everyone's expectations
- The jobs worth doing, it's worth doing well
- Always take it to 100%

Quality

- Corners are not there to be bent or cut
- It goes beyond material
- We build a home, not a house

EDUCATION and/or EXPERIENCE

Requires a Bachelor's Degree in Interior Design or related degree with two (2) years' experience; or equivalent combination of training and/or experience.

Construction or architectural knowledge is desirable.

LANGUAGE SKILLS

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and appropriately resolve situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to type and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Office and showroom environment. When attending site meetings, protective clothing and shoes are required.

COMPENSATION

Commensurate with experience.

