



Furniture + Décor Coordinator

Reports to

The Furniture and Décor Coordinator will report to the Director of Design

Job Overview

The Furniture and Décor Coordinator works with clients to make selections for the final touches to their homes. This would include furniture, area rugs, wall décor, art, window coverings and accessories.

Responsibilities and Duties

- Communicate with the Interior Design team to ensure the project vision is carried through
- Communicate with the clients to determine any specific requirements
- Suggest/prepare furniture and décor pieces suitable to vision + requirements
- Create furniture plans (in CAD) with chosen pieces
- Review selections with Director of Design
- Present selections to clients
- Prepare documentation of approved pieces
- Coordinate quotes from vendors
- Create budget
- Present to DOD, then client
- Coordinate orders
- Coordinate deliveries
- Set up pieces in home
- Prep/stage homes for photoshoots
- Assist Interior Design team with coordination of quotes/orders as needed

Qualifications

- Certificate in Interior Design (minimum)
- Working knowledge of Microsoft Word, Excel and Outlook
- Intermediate Auto CAD skills
- Excellent interpersonal service skills; effective communication with clients, co-workers, vendors, sub trades and contractors in person, on the phone and in writing

- Comfortable with team based work structure, and when needed, the ability to work independently
- Demonstrated flexibility on the job; ability to adapt quickly and react positively to business needs and changes in strategies
- Strong visual, verbal and written communication skills
- Strong organizational and inter-personal skills
- Ability to support diverse objectives
- Knowledge of Furniture and Décor Sources
- Valid BC Drivers license
- Use of vehicle – with company supplied decal - as required

Employee Conduct

It is the responsibility of every employee to contribute to a positive work environment through cooperative and professional interactions with co-workers, clients, contractors, sub trades, suppliers and vendors