

**Design Associate Plus  
(with Administrative Duties)  
Bend  
Job Description  
April 9, 2015**

The Design Associate Plus provides assistance to Designer / Consultants on a regular basis, and may provide assistance to Salespeople from other divisions on occasion. The Design Associate Plus has several years of experience in the position and works at a level above our two-year entry level training program. The Design Associate Plus has some administrative duties in the Bend office and acts as back-up for the regular Administrative Assistant to the General Manager of the Bend office.

This person reports directly to the Designer Consultant daily on a project-by-project basis, and to the VP Sales and VP HR for various aspects of their Design Associate work. This person reports directly to the General Manager of the Bend office regarding administrative work. This person is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes.

This is a full time position, intended to be 40 hour a week, with varying work hours depending upon the schedule of the Designer/Consultant , the office administrative needs, and of specific projects. Work hours will generally be Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Occasional Saturday and overtime work may be required.

**Primary Responsibilities**

The primary functions of this position include, but are not limited to:

1. Drafting layouts (CAD), elevations, and construction details for residential and light commercial projects by mainly computer-aided systems and some hand rendering. This will often include on-site measuring and site inspections;
2. Compiling materials samples and selections for client projects, which include visiting area showrooms and suppliers to obtain materials. This may include and is not limited to touring showrooms with clients.
3. Working with the Designer Consultant to initiate the complete job package including the writing of specifications, trade contractor bid procurement, project estimating and preparing contracts and necessary paperwork;
4. Participating in training programs offered by the company to include Neil Kelly processes and procedures and cabinet estimating, computer training as required to perform the work assigned, design training, product training, and other classes as required by the management team. The Design Associate will be strongly encouraged to work toward the Certified Kitchen Designer and Certified Bath Designer certifications as appropriate;
5. Acting as a resource person for less experienced Design Associates around the company. This may include supervising Design Interns on occasion;

6. Meeting with clients when deemed necessary by the Design Consultant or other supervisor;
7. Procuring and coordinating trade contractor bids, jobsite visits for clarification with trade contractors and project managers;
8. Working with the Project Manager on all aspects of the job ordering, including cabinet orders, other special materials, and coordinating of all aspects of jobs working;
9. Providing backup showroom duty on limited occasion as necessary;
10. Provide back-up support for the work of the General Manager of the Bend office to include: typing a wide variety of materials from copy, interpreting general instructions using independent judgment;
11. Providing back-up on recordkeeping such as sending leads to the correct staff member in Bend and in Portland, processing check requests, cell phone reimbursement requests, timecard submission and other material related to accounting;
12. Providing back-up on maintaining the conference and meeting areas as necessary;
13. Provide back-up on greeting visitors and clients in the reception area;
14. Provide back-up for supply and postage maintenance; processing of incoming and outgoing mail, faxes and FedEx interoffice mail;
15. Provide back-up related to copy equipment and printers, and contacting the correct company for repair and service of equipment at the Bend location;
16. Provide back-up on marketing mailings, updating mail and email lists;
17. Assist with home shows, branch street fair, seminars, and other marketing and community events;
18. Provide back-up with Home Performance administrative tasks to include rebate paperwork, uploading HP info to the CEWO platform, making appointments, and maintaining inventory records;
19. Not all duties are specified; other duties will be assigned as time permits and as they arise.

### **General Requirements**

It is expected that the Design Associate Plus will work approximately 40 hours per week with the design portion of that time being billed directly to projects, and the administrative portion of the time billed to company overhead. The Design Associate Plus will bill vacation, sickleave, holiday, other leave, training and internal meeting time to overhead as well. The Design Associate Plus will work overtime occasionally at the discretion of the supervisor.

The Design Associate Plus will be expected to lift light materials. The Design Associate Plus position requires the capacity to negotiate a variety of site conditions, uneven ground, climbing stairs and occasionally climbing ladders. Regular travel between offices and to job sites is also required. S/he will be expected to provide a valid driver's license. This person is expected to provide his or her own transportation to and from the office and during the workday in order to perform the required duties of this position.

As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in both the international environmental and economic sustainability movement through the framework of The Natural Step and in the B Corp. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management. The [Design](#) Associate Plus is expected to abide by the company safety policy, including supporting the Neil Kelly Drug-Free Workplace Policy.

The ability to work as a member of a team is a requirement of this position. Each company employee is assigned to a team, which meets at least once a month to discuss company business. The Design Associate Plus will be expected to be a full participant on his or her team.

This position requires a combination of education and/or experience in housing construction, architectural design, interior design, and architectural CAD drafting. This position requires the ability to speak, read, write, and understand English.