

**Design Associate
Design Build Division
Job Description**

The Design Associate works with one or more Design Consultants and provides support services such as CAD work, administrative support, materials research, jobsite measurements, organizational and scheduling assistance. The Design Associate position is intended to be a progressive training position. It is planned that this position offers the potential to be a lead-in to the Design Consultant role. Some Design Associates continue to work in this sales support position beyond the typical two-year training plan, adding responsibility and moving into a separate compensation schedule. This person is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes.

Design Associate who work in Eugene, Bend, or Seattle report directly to the location General Manager on a day by day basis. They also report to the VP Sales / VP HR. The Design Associate is assigned to work with one or more Designer/Consultants (remodeling salespeople), and is responsible to that person/people on a project-by-project basis.

This is planned to be a full time position, approximately 40 hours per week with varying work hours depending upon the schedule and volume of the Designer/Consultants 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, elevations, and construction details for residential and light commercial projects, and making print copies as required. This will often include on-site measuring and site inspections;
- 2) Assist in preparation of project document packets. This may include delivery and pick-up of documents, completing forms, and copying. Related to this, the Design Associate may also be asked to meet tradecontractors and/or building inspectors on the job;
- 3) Compiling material samples and selections for client projects, which includes visiting area showrooms and suppliers to obtain materials, and may include creating color / materials boards;
- 4) Assisting the Designer/Consultants in the writing and creating of specifications, trade-contractor bid procurement, and project estimating;

- 5) Assisting in setting up displays for trade shows, special events, and in our showrooms as requested. This will include pick-up and delivery of small materials, work with trade-contractors and suppliers, participation on design committees, and other work as required by the specific project;
- 6) Assisting with maintenance of the price-books, samples, and product literature. This may include work on the computer, calling trade-contractors, and related research;
- 7) Participating in training programs offered by the company to include use of price-books for general work and cabinet estimating, computer training as required to perform the work assigned, design training, sales training, and other classes as required by the management team. Design Associates may be asked to participate in one of our certification programs (Certified Kitchen Designer, Certified Bath Designer, and others) depending on the particular position they fill;
- 8) Assisting with special projects such as trade shows, annual company open houses and public seminars, special mailings, public relations efforts;
- 9) Providing backup phone and reception duties on occasion as necessary;
- 10) Other general duties as they arise.

General Requirements

It is expected that the Design Associate will work approximately 40 hours per week with a portion of that time being billed directly to projects, and a portion of that time billed to company overhead. The Design Associate will work overtime occasionally at the discretion of the supervisor.

The Design Associate will be expected to lift light materials. The Design Associate is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. Regular travel between offices and to-and-from 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. The Design Associate position requires that the capacity to negotiate a variety of site conditions, uneven ground, climbing stairs and occasionally climbing ladders.

As an extension of our commitment to our community, Neil Kelly Company is a B Corporation. B Corp requirements include attention to the environment and sustainability, our communities, and in our internal dealings. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related trainings and activities as directed by management.

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 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 drafting. This position requires the ability to speak, read, and write in English, and the ability to understand spoken English. This position is designed for someone who may move into remodeling sales after the training period; therefore, a distinct interest in sales as defined by the Designer/Consultant job description for Neil Kelly Company may be a requirement for the person in the Design Associate position. This may vary depending on the career interests of the Design Associate and the needs of the company.