

**Design Associate  
Design/Build Remodeling Division  
Job Description  
December 2017**

The Design Associate provides assistance to Designer / Consultants on a regular basis, and may provide assistance to Handyman Services Salespeople on occasion. The Design Associate has several years of experience in the position and works at a level above our two-year entry level training program.

This person reports directly to the Designer Consultant daily on a project-by-project basis, and to the Design Associate Coordinator and VP Sales for various aspects of their 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 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. The Design Associate works with the Designer Salesperson to buy into goals and offer support.

**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. This may include supervising Design Interns;
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. 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 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.