



Join the Builder of Choice in the National Capital Region!

We have a simple purpose...

Enriching lives by creating great places to live, work and play!

We are seeking an experienced Décor Centre Consultant

Are you an experienced Décor Centre Consultant looking for a challenge in a great team environment? Bring your skills and enthusiasm to eQ Homes!

Attributes:

- Experience in New Home Décor Centre or equivalent background.
- Education in interior design or equivalent background.
- Ability to manage personalities and maintain positive relationships.
- Ability to work to deadlines and manage fluctuating priorities.
- Highly organized and ability to process large volumes of information.
- Strong written and verbal communication skills.
- Proficient with MS Office suite including Word, Excel, and Outlook.
- Friendly, engaging and positive personality.

About eQ Homes:

- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

Our Values:

- Doing the right thing.
- Quality; build well for lasting value.
- Creativity; challenge status quo and encourage innovation.
- Fun; enjoy what we do and share that joy with others.
- Respect; for each other, our communities and the planet.
- People; find the best and empower them to become great.

Please email your cover letter and resume to
jointheteam@eqhomes.ca

Job Description – Decor Centre Consultant

Position Title:	Decor Centre Consultant
Department:	Purchasing Estimating and Design
Reports to:	Decor Centre Manager
Effective Date:	June 26, 2017
Status:	

Key Overall Objective of the Position

The key overall objective of the Decor Centre Consultant is to assist in the operation of the Decor Centre for maximum profit and a positive customer experience.

This Job Description has been prepared to serve as a guideline to provide clarity in the objectives, accountabilities and duties in the performance of daily activities. The content may be subject to change based on input from the employee, staff, or management.

Key Accountabilities

- Maintain up to date Decor Centre purchaser appointment schedule.
- Maintain up to date price request and change order processing log.
- Keep up to date model and inventory binder.
- Maintain Decor Centre supplies.
- Provide purchasers with a professional home design experience.

Key Duties

- Meet and greet purchasers and Decor Centre visitors at reception.
- Respond to emails and phone calls at reception.
- Schedule and provide Decor Centre selection appointments with purchasers.
- Provide Decor Centre preliminary tours and process education.
- Pricing requests and purchase order processing.
- Process all documents for purchaser upgrades and colour selections.
- Create Purchaser files with documents, communications and correspondence history.
- Create inventory unit files with documents, communications and correspondence history.
- Update tracking sheets and purchase order logs.
- Maintain Decor Centre samples and selections presentation area, for condo styles and trends.
- Help identify cost saving techniques and procedures for the Decor Centre.
- Identify new products to expand selections and improve profit margins.
- Other duties within the scope, spirit and purpose of the job, as requested by management.



Job Description – Decor Centre Consultant

Key Attributes and Desired Competencies
<ul style="list-style-type: none">• Ability to manage personalities and maintain positive relationships.• Ability to work to deadlines and manage fluctuating priorities.• Highly organized and ability to process large volumes of information.• Friendly, engaging and positive personality.
Minimum Qualifications
<ul style="list-style-type: none">• Experience in a New Home Decor Centre or equivalent background.• Education in interior design or equivalent background.• Proficient with Excel, Word and Outlook.• Strong written and verbal communication skills.• Highly organized.