

Company Name

Street Address
Your City, ST ZIP

YOUR LOGO

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- 4) Insert

YOUR PLACE IN THE COMPANY: **Designer Specialist**

YOUR LEADER: VP-Marketing and Sales

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Assist Clients of the Company in making functional and attractive choices in the finishes of their project. Relay those design specification choices to the appropriate functions in the Company.

MAIN RESULTS EXPECTED FROM YOU:

- Work with Clients at all points in the construction process to assist in making finish specification choices.
- Determine and document the Client's design goals and desires for the project.
- Develop finish product packages that fall within the project budget.
- Educate the Client regarding the financial impact of budget overages.
- Maintain positive relationship with Client as you proceed through finish specification process.

MAIN WORK YOU DO:

- This position is the liaison between the Client and the Company with regard to design specification choices.
- Assist the Client in making design decisions which fall within the budget for the project.
- Create a visual reference point for all design specification choices made by the Client.
- Maintain and update project files regarding design specification choices being made by the Client.
- Assist the Purchasing function in ordering and securing the appropriate design materials.
- Alert Billing function of the need to adjust project pricing in the event of budget overages.
- Assist the Project Manager as necessary to ensure that Client design expectations are met in the construction process.

The information above represents the **minimum** expectations for this position. Please feel free to exceed those expectations.