**Company Name**



Street Address

Your City, ST ZIP

**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.