



## Kitchen Designer with McPherson Cabinetry

McPherson Cabinetry is seeking an experienced kitchen designer.

At McPherson, we approach every project with care by listening to the customer so that we meet their needs at all steps of the project. Our end goal is for the customer to love the final product – and McPherson’s long after the design and installation has been completed. We see ourselves as a partner with our client throughout the design, build and installation process as they renovate or build their dream home or kitchen space. McPherson’s is a place that has satisfaction in our work and enjoys a reputation of excellence in the Cowichan Valley and throughout Vancouver Island. We pride ourselves on supporting local businesses and using Canadian products whenever we are able. McPherson’s is a place that you can apply your passion and collaborate with some of the industry’s top talent on projects that are interesting and diverse.

Job:	Designer
Salary:	\$24.00/Hourly
Job Type:	Full-time, 40 Hours/Week
Language:	English (must fluent in English both reading and spoken)
Start Date:	As soon as possible
Job Location:	Duncan, BC
Experience:	Preference given to those with a minimum of 5-years plus design experience, to work on commercial and residential projects.
Job Overview:	This position will include a mix of meeting with clients by appointment, showroom management, attending team meetings and networking events, working in collaboration with the design team and owner,
Teamwork:	The candidate will be expected to foster good working relationships at all levels of the company and meet the company standards for attendance and punctuality. Working closely with others, the candidate will be required to share knowledge and help improve the team.

### Your Capabilities and Credentials

#### Showroom Management

- Open and close showroom on time and be in attendance during showroom hours of operation
- Meet and greet customers in a friendly manner, and service their needs in a professional manner
- Request and record as much information about customers as possible
- Answer phones and emails, and service customer needs
- Record leads in the approved format and regularly submit those records
- Assist client with material and finish selection
- Clean and maintain displays and samples
- Maintain supplies of marketing samples and literature
- Report any deficiencies in displays or shortages of samples or literature
- Order additional supplies, samples and literature as required
- Update information in showroom manuals and on showroom boards
- Take the initiative to suggest and implement improvements

## Marketing

- Ability to generate new business and business partners through cold calling, referral requests, lead generation, networking, home shows, promotions etc.
- Initiate and build relationships with industry professionals i.e. architects, designers, home builders, renovation contractors, etc.
- Able to prepare and present to industry and community groups and organizations
- Manage and report leads, reporting details to sales manager
- Request and manage testimonials, references and referrals; reporting details to sales manager
- Take the initiative to suggest and implement improvements

## Responsibilities

- Discuss initial design requirements, ideas, budgets and timeline with prospective clients
- Ability to visit client home as a representative of McPherson
- Design, price and present projects details (drawings, samples, project specifications, estimate sheet and quotation
- Consult with the clients and make any necessary revisions to the design.
- Complete the design to the level of detail of “ready to order”
- Perform any required site visits (take “before” photos)
- Write contract, present for approval and signing, obtain deposit
- Fill-in ‘Job Order’ sheet and provide all details that are required to execute the project.
- Produce orders on the correct company forms and submit them to the appropriate people
- Maintain contact with clients during the manufacturing, shipping, installation and servicing process
- Supervise installation on the job site. Meet with installer to explain project details and to be a go-between, between the installer and the client
- Report any problems, damages or deficiencies to the Operations Manager
- Present final invoice and obtain payment from client.
- Get a referral from each finished installation
- Request testimonials and references, and make these available to the team
- Take photographs and arrange for professional photography when appropriate
- Take the initiative to suggest and implement improvements

## Professional Development

- Willing to develop sales techniques and skills
- Willingness to develop brand knowledge
- Attend seminars and meetings, and do research to stay current on product knowledge
- Maintain and improve computer skills, and use of hardware and software
- Maintain and improve presentational skills, and use of hardware and software
- Take the initiative to suggest and implement improvements

## Team Participation

- Attend sales meetings
- Provide requested content for meetings and seminars
- Support the team as a whole, as well as individual members of the team, in meeting goals
- Take the initiative to suggest and implement improvements

## How to apply?

Please email your resume and cover letter to [arlene@mcphersoncabinetry.com](mailto:arlene@mcphersoncabinetry.com) attention Arlene McPherson. Due to COVID, our showroom is open by appointment only and offices are closed to the public. We ask that you do not drop off your resume in person.

[www.mcphersonscabinetry.com](http://www.mcphersonscabinetry.com)

This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

McPherson's is a place where the perfectionist and the motivated come to build their talents and those of their co-workers, to complete exciting projects and make a difference in the lives of our customers. Join our team and elevate your personal best.