



Senior Interior Fashion Designer

Opportunities Galore!!!

Description

To achieve a high level of design and sales performance while maintaining exceptional customer service, customer satisfaction and communications both inside and outside Nu-Way Floor Fashions.

Responsibilities

- Ensures accuracy and completeness of Junior Interior Fashion Designers.
- Services all showroom clients.
- Facilitates selections with retail and builder clients in the showroom.
- Transfers information from selections into Sales Agreements from selection package sheets.
- Processes work orders including, but not limited to, cut sheets, blueprints, floor cuts and diagrams.
- Requests samples and compiles for customers.
- Knowledge and understanding of all products and installation of products in the Nu-Way showroom or job requirements.
- Orders files.
- Processes material purchase orders, ensures product availability and monitors due dates and completion of Builder files.
- Reconciles builder purchase orders, ensures material availability and monitors due dates and completions of builder files within builder deadlines.
- Liaison for jobs with other Nu-Way Departments.
- Maintains a professional and high end showroom appearance.
- Processing of jobs including, but not limited to, measurements; quoting; customer approvals; files ordered; work orders completed and builder packages sent.

- Compiles information for Builder files and forwards by deadlines to the designated builder contacts. Provides a copy to the Sales Support Specialist or all Builder Packages sent electronically.
- Processes Builder Spec homes with color boards including, but not limited to, quotations, input selections, upgrade quotes, work orders and Builder P.O.s.
- Meets all builder deadlines for selections and file completions for installation.
- Attends all staff meetings and Product Knowledge meetings.
- Supports Nu-Way health and safety program and ensures all policies and Procedures are followed.
- Ensures customer expectations are exceeded during each phase of the process.
- Other responsibilities and tasks as assigned.

Skills

- Extrovert personality. Enjoys working with people.
- Detail oriented with high standards of excellence.
- Exceptional written and verbal communication and interpersonal skills.
- Willingness to adapt and learn new systems and processes.
- Intermediate proficiency in Microsoft Office
- Customer focus and the ability to exceed customer expectations.
- Ability to multitask, meet deadlines and create self-sufficient and effective personal systems.
- Maintain customer focus and progress to meet allotted design times.
- Exceptional ability to address and resolve conflicts

Experience

- Minimum of 5 years of interior design, including office and administrative activities.
- Minimum of 3 years of flooring sales

Education

- High school diploma
- Interior or Fashion design certification/certificate or equivalent experience.

Contact

If you feel the challenge of this role is something you would like to pursue further, please forward your confidential resume via email to careers@nu-wayfloors.com or via fax at 403-253-3470.

Junior Interior Fashion Designer

Opportunity for Junior Interior Designer!!!

Description

Nu-Way Floor Fashions is an innovative flooring company with a history of impeccable customer service that requires an enthusiastic, eager to learn, Junior Interior Fashion Design Consultant for our Calgary office.

Responsibilities

- Transfers information from selections into Sales Agreements from selection package sheets.
- Processes work orders including, but not limited to, cut sheets, blueprints, floor cuts and diagrams.
- Requests samples and compiles for customers.
- Orders files.
- Processes material purchase orders, ensures product availability and monitors due dates and completion of Builder files.
- Reconciles builder purchase orders, ensures material availability and monitors due dates and completions of builder files for the Senior Interior Fashion Designer designate specific to the Junior Interior Fashion Designer and communicates approaching deadlines.
- Liaison for jobs with other Nu-Way Departments and Senior Interior Fashion Designers with status and issues.
- Compiles information for Builder files and forwards by deadlines to the designated builder contacts.
- Provides a copy to the Sales Support Specialist for all Builder Packages sent electronically.

- Processes Builder Spec homes with color boards including, but not limited to, quotations, input selections, upgrade quotes, work orders and Builder purchase orders.
- Assists with showroom customers until a Senior Interior Fashion Designer is available.
- Supports Senior Interior Fashion Designer when unavailable.
- Provides reception desk coverage as directed by the VPSM.
- Attends all staff meetings and Product Knowledge meetings.
- Supports Nu-Way health and safety program and ensures all policies and Procedures are followed.
- Ensures customer expectations are exceeded during each phase of the process.
- Other responsibilities and tasks as assigned.

Skills

- Extrovert personality. Enjoys working with people.
- Detail oriented with high standards of excellence.
- Exceptional written and verbal communication and interpersonal skills.
- Willingness to adapt and learn new systems and processes.
- Intermediate proficiency in Microsoft Office
- Customer focus and the ability to exceed customer expectations.
- Ability to multitask and create self-sufficient and effective personal systems.

Experience

- 2 years of interior design, including office and administrative activities.

Education

- High school diploma
- Interior or Fashion design certification/certificate

Salary will be based upon experience.

Hours

- Monday, Tuesday, Wednesday & Friday 8:30am - 5:00pm
- Thursday 8:30am - 8:00pm (one 8.5 hour shift within this time frame)
- Saturday 9:30am - 4:30pm

Designers must be able to work a rotating night shift once a week and Saturday rotation (with one weekday off)

Contact

If you feel the challenge of this role is something you would like to pursue further, please forward your confidential resume via email to careers@nu-wayfloors.com or via fax at 403-253-3470.

Showroom Administrator

Make a Lasting Impression

Description

Professional, outgoing and confident, with a passion for Customer Service describes a *Showroom Administrator* who will make a LASTING IMPRESSION.

If this describes you, then this position will be of interest. Nu-Way Floor Fashions is an innovative thinking flooring company with a historical track record of being the unparalleled and undisputed leader in the flooring industry. This requires the services of a Professional Career Receptionist with a minimum of three years' retail reception experience.

Responsibilities

By being an integral part of our Professional Service Delivery Team, your duties will include but is not limited to the following:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Receives and distributes faxes.
- Maintains a high end appearance for the waiting area and showroom.

- Manages weekly reports.
- Ensures customer expectations are exceeded during each phase of the process.

Qualifications

- Customer focus and ability to exceed customer expectations
- Exceptional written and verbal communications
- Proficient with Microsoft Office and Windows operating system
- Ability to listen attentively
- High level of professionalism
- Ability to prioritize work and multi-task
- Exceptional telephone skills

We offer an attractive hourly wage, and a dynamic work environment will be offered to the right candidate.

Hours

Thursday evening: 5:00-8:00 pm

Saturdays: 9:30am-4:30pm

Contact

Please email your resume along with your salary expectations to:
careers@nu-wayfloors.com

More Information

http://regionalhelpwanted.com/Search/employer_ad_detail.cfm?SN=162&ID=89305158#sthash.1A2oWBtH.dpuf