

# JOB DESCRIPTION

**DEPARTMENT:** Design Services

**MANAGER:**

**Ryan Micklus**

**JOB TITLE:** Design Services Consultant

**DATE UPDATED:**

**8/7/2020**

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## **COMPANY BACKGROUND**

Creative Materials Corporation ([www.porcelaintile.com/www.creativematerialscorp.com](http://www.porcelaintile.com/www.creativematerialscorp.com)), established in 1993, specializes in the supply of LVT, ceramic and porcelain tile and natural stone to the commercial construction industry. With corporate offices in Albany, NY and established markets across the U.S., Creative Materials represents hundreds of manufacturers of interior and exterior finish materials worldwide and excels in the promotion and specification of said materials with architects, interior designers and multi-unit corporate brands. With a focus on large commercial projects and multi-unit national account brands, Creative Materials can provide its clients with a unique value proposition including dedicated service teams, project management and superior logistics services ensuring that the supply of its building materials to complex commercial construction projects is achieved on time and on budget.

Creative Materials closely manages all projects from the initial design and specification stage to ordering and delivery of material. The company also provides value-based information on installation and maintenance. Logistics, customer service and sales departments are all integrated and create an attentive and dedicated team that proactively responds to the client and understands the entire design, development and construction process.

## **LOCATION**

Position is remote out of Washington, D.C.

## **SUMMARY**

The Design Services Consultant is a critical component of the sales and customer support organization. This creative, extremely organized and collaborative professional will develop flooring pattern layouts, provide mood board sourcing services, and offer sourcing selections for architectural and design client requests in order to support sales and be a consultative resource for A&D clients.

This person will be responsible for developing flooring pattern layouts using design concepts from interior designer clients. This work includes consulting with clients on inspiration and goals, generating sketches of patterns, and completing design development including professional documents to submit to clients for review.

Our candidate of choice will have a background in interior design including 5+ years of experience working in an interior design firm.

## **RESPONSIBILITIES**

- Curate and layout selections of flooring options in Adobe InDesign using concept imagery or mood boards from clients
- Provide clients with mood board concepts
- Create and design flooring patterns and floor plans in AutoCAD and/or Revit
- Build and maintain familiarity with product aesthetics and technical characteristics and the differences between various manufacturer collections by maintaining working knowledge of the products and their various applications in commercial construction settings
- Garner and maintain a deep knowledge of competitive products and be able to serve as a resource for selecting alternative but comparable materials for these
- Provide product sourcing assistance for A&D clients and sales team
- Offer installation suggestions and other consultation to clients
- Assist Product & Marketing teams with positioning and product selections as needed
- Share interior design knowledge with others in the company

## **SKILLS AND QUALIFICATIONS**

- B2C or B2B experience as an interior designer, selection specialist, or in a customer-facing role
- A collaborative nature and an ability to be flexible in a changing and high-growth environment
- A polished professional presence with exceptional written and oral communication skills is essential. The ability to build and leverage partnerships across the organization is critical
- Knowledge and use of Windows Office Suite manipulating data in Excel
- Experience with CAD, sketch up and other design and architectural tools (revit, Adobe InDesign, Photoshop)
- BA or AA in Interior Design/Fine Arts (relevant experience in lieu of a degree will be considered)
- Willingness to travel