

JOB DESCRIPTION

DEPARTMENT: Marketing & Design Services

JOB TITLE: Junior Design Services Consultant

MANAGER: Kristi McSween

DATE POSTED: 3/2025

COMPANY OVERVIEW

Established in 1993, [Creative Materials Corporation](#) supplies surface materials such as tile, resilient flooring, pavers and setting materials to the commercial construction industry. Utilizing extensive experience, Creative Materials guides architecture firms, developers, and corporate multi-unit brands through product specification and the successful supply of materials. Creative Materials adds value to client's projects by offering an unmatched combination of product sourcing capabilities, nationwide supply chain solutions, and excellence in service.

COMPANY VISION

To set a new standard for partnering with surface material suppliers on commercial projects.

COMPANY MISSION

To help our clients design and build better communities by simplifying the selection and supply of surface materials on commercial construction projects.

COMPANY CORE VALUES



One culture, aligned around the same vision, living by the same values. We trust one another to do our part as a team to make each project successful.



Care About Others

We recognize that successful business outcomes require successful people outcomes. Our first priority is to be people helping people.



Client First

We're a service company that happens to sell products. It's how we apply thoughtfulness and problem solving to help clients achieve the best outcomes possible that sets us apart.



Creativity

In a rapidly changing world, what worked yesterday may not be effective today. We challenge the status quo, encourage innovation, and aspire to set new standards of how value can be offered to our clients.

LOCATION

Albany, NY. Remote work is available Mondays and Fridays.

POSITION SUMMARY

This creative, organized, and collaborative professional will support marketing and design initiatives for commercial clients by curating client-inspired mood boards, sourcing product selections, and producing graphic design content. The Junior Design Services Consultant will consult with internal (sales and service) team members and clients on inspiration and goals. Graphic design projects will include developing brochures, creating presentations, and other collaterals as needed.

Our choice candidate will have a background in interior design and graphic design and is looking to expand their expertise in commercial design and surface materials such as tile, LVT, and glass.

RESPONSIBILITIES

- Curate and layout selections of surface material options in Adobe InDesign using concept imagery or mood boards from clients
- Provide clients with mood board concepts
- Create and design various marketing materials such as brochures, presentations, social media content, and event banners using Adobe Creative Suite
- Build and maintain familiarity with product aesthetics, technical characteristics, and differences between various manufacturer collections by maintaining a working knowledge of the products and their multiple applications in commercial construction settings
- Garner and maintain a deep knowledge of competitive products and serve as a resource for selecting alternative but comparable materials
- Provide product sourcing assistance
- Share interior design knowledge with others in the company

SKILLS AND QUALIFICATIONS

- Working knowledge as an interior designer or product specialist
- Graphic design experience
- 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.
- Working knowledge of Windows Office Suite (Outlook, Excel, Word, etc).
- Experience with design and architectural tools (Adobe Creative Suite – Canva – SketchUp – Revit - CAD)
- BA or AA in Interior Design/Fine Arts (relevant experience in place of a degree will be considered)

