



Schedule A **Décor Specialist**

DECO Homes, the TACC Group of companies' newest Home Builder, is looking for a **Décor Specialist** to join our team.

Responsibilities include:

- Client liaison with homeowners relating to décor selections and upgrade matters.
- Scheduling and managing décor appointments assigned.
- Performing the décor selection appointments
- Assisting the Construction team with any discontinued or reselection requirements.
- Performing any change orders or add on selections of upgrades and colours for homeowners.
- Maintaining proper lot file and communication records for any décor appointments performed, or communication with homeowners.
- Accepting any courier orders and receiving of deliveries for the décor studio.
- Assisting all departments with any specific projects they may require the décor studio or design related input.
- Preparation of lot files with appropriate disclaimers, sketches, kitchen layouts etc.
- Preparation of office/decor events and or organizing and attending any training session when necessary.
- Development and implementation of best practices and procedures with respect to the décor studio, its processes, files and record keeping.
- Attend office meetings as required.
- Data entry in our office server.
- Being very organized and keeping good records of any tasks you may be working on.
- Loading completed colour charts into our online portal for construction/ trade access.

Job Requirements:

- Minimum of 3 years work experience.
- Capability of managing large tasks and multiple tasks at one time (requires flexibility to work weekends as required).
- Excellent project administration skills.
- Strong computer literacy including use of email software, Microsoft Office products. Newstar software system (encouraged), you will be trained to use this software if hired.
- Highly articulate and well-presented leader.

Compensation for this role will be competitive and commensurate with experience. If you meet the requirements, please email your resume and references to info@decohomes.ca.