

Job Title: Design Studio Assistant Department: Customer Service Reports To: Design Studio Manager	FLSA Status: Non-Exempt Supervises Others: No Number of Supervises: 0
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Position Summary:
The Design Studio Assistant is a part-time position. Working under the guidance of the Design Studio Manager, the assistant will be responsible for working with buyers and potential buyers to showcase the Greenstone Design Studio.

- Position Responsibilities:**
- Assist Design Studio Manager during open house hours on Fridays (from 10am-4pm).
 - Hold open house hours one evening during the week (Wednesdays from 12-7pm) and on one weekend day (Saturdays from 9am-4pm).
 - Provide an introduction to the Design Studio process and what a buyer can expect during their pre-construction meeting.
 - Familiarize buyers or potential buyers with the products and options available in the Design Studio.
 - Assist buyers with their selections and document the selections in preparation for the pre-construction meeting.
 - Provide selections for speculation homes.
 - Enter buyer and builder information into internal system for processing.

- Essential Skills and Experience:**
- Good communication skills, both verbal and written, as well as the ability to deal with people in a professional manner
 - General knowledge of design

- Minimum Qualifications Required:**
- Sales experience preferred, but not required

Physical Demands and Work Environment:

Working hours are:

- Wednesday: 12 pm - 7 pm
- Friday: 10 am - 4 pm
- Saturday: 9 am - 4 pm

This position is primarily in a comfortable office environment. Position requires sitting, stooping, occasionally lifting up to 20 lbs. Use of a computer is frequent. Must be able to use general office equipment.

Position will involve frequent interaction with individuals and groups.

General Sign-Off: The employee is expected to adhere to all company policies and to act as a role model in the adherence of policies and company values.

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____