



JOB OPENING

Position Title:

Full Time Lighting & Blind Design Consultant

Position Focus:

To work with new and existing customers to help them make lighting and blind selections for their home.

Position Requirements:

- Degree in interior design with residential design focus or related education and/or experience
- Lighting and window treatment experience preferred, but will train the right candidate
- General knowledge in electrical and building codes
- Current with design trends
- Extreme design creativity
- Outgoing personality
- Excessive professionalism
- High organizational skills

Position Job Responsibilities:

- Greet customers entering the lighting showroom
- Assist walk-in and appointment customers with lighting purchases by utilizing good product knowledge
- Schedule and meet with customers by appointment who have larger scale projects and require more time
- Schedule and execute job site visits with lighting customers to gain needed knowledge to create accurate quotes and help them make the best choice for their situation
- Create accurate lighting quotes utilizing Quickbooks and XO Lighting Online
- Design and quote under cabinet lighting projects
- Become an expert in under cabinet lighting technical aspects
- Design and quote Adorne Switches and Outlets
- Assist walk-in and appointment customer with window treatments by utilizing good product knowledge
- Aggressively cold call potential window treatment customers such as new construction clients already working with us to gain opportunities to bid projects
- Schedule and execute job site visits for final measurements on window treatment orders
- Accurately read blue prints to create a list of needed light fixtures
- Assist with answering phones
- Assist with maintaining lighting showroom
- Perform miscellaneous tasks around lighting showroom such as hanging fixtures, price tags, dusting, ect.
- Pull bulb packages for all jobs
- Assist with ordering, tracking and receiving lighting products (will include minor lifting)
- Order replacement fixtures when needed and return damaged/defective when necessary
- Coordinate window treatment installation
- Perform follow up with all customers
- Assist in the success of Village Home Stores in any way possible