



## Employment Opportunity: Project Guide (Kitchen & Appliance Showroom)

### Who We Are

Hi! We're Coast Builders, a full-service home and garden building centre made up of people who love to live on the Sunshine Coast. Our work spans: contractor services; merchandising program with an array of in-store and online products that are responsive to the season of the year; and kitchens & appliances with great brands from across the globe. Coast Builders operates under the RONA Banner with stores located in Sechelt & Madeira Park. We pride ourselves in providing a comprehensive Coast Builders experience to the residents who live, work and play on the Sunshine Coast.

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### The Opportunity

We are looking for a full or part time design-oriented **Project Guide** to join our growing team who has a true passion for interior design and customer service. You will offer outstanding service, know how to service clients, and oversee purchases and design all the way through to fit out and delivery execution. You will have a proven ability to make strong decisions and great customer experience.

### What you will do

- Oversee simultaneous job orders from inception to completion, reviewing products and deliverables
- Manage day-to-day operations tasks with the team, including setting priorities, assigning resources, and ensuring project goals are achieved
- Oversee and provide daily management with your team, including guiding customer satisfaction, understanding product lines, customer interaction
- Quality control
- Expertly develop, articulate and conceptualize ideas to team and customers
- Monitor and drive the team to utilize the best and latest methods and tools to be competitive
- Manage the performance and mentor the careers of direct reports
- Establish and nurture strong client working relationships
- Participate in building the Coast Builders brand
- Promote a culture of innovation and teamwork



- Update knowledge by participating in educational opportunities, maintaining personal networks, participating in a professional manner

#### **The professional we are seeking will have**

- Strong knowledge or passion of trends and interior design, and best practices across customer service
- An eye for design and complimentary creative skills
- Keen interest in emerging technologies and design trends
- Excellent interpersonal and presentation skills
- Excellent communication skills
- Outstanding attention to detail
- Strong leadership experience including mentoring and team management

#### **Qualified applicants will have**

- Completed high school with some post-secondary training in related field such as Interior Design or Sales
- Experience in a sales-driven environment with customer facing service is an asset but training can be provided
- Command of written and spoken English
- Proficiency in MS Office, Google Drive, and Point of Sale
- Preferred experience with 2020 Design Software or AutoCAD

**Job Types:** Full-time, Permanent

**Salary:** Based on qualifications

#### **Benefits:**

- Medical & Dental
- Life Insurance
- Employee Assistance Support
- Store Discount

**Schedule:** 7-8 hour Day Shift, Monday- Friday, Saturday

## **How to Apply?**

Please email your resume and cover letter to [office1@coastbuilding.ca](mailto:office1@coastbuilding.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.