



3211 Fiechtner Drive Ste. 1, Fargo, North Dakota 58103
701.365.4040 office • 701.365.4041 fax • www.DesignDirectionFargo.com

Would you like to work in a fun, creative, family friendly, supportive, and professional atmosphere? We are seeking a full time **Design Team Support member** who is talented, friendly, and hardworking to work closely with our 3 Interior Designers. Our Design Studio and retail store offers floor coverings, furniture, window coverings along with design services. This individual will heavily assist in all aspects of the retail and design process, from concept to completion, including selections of material, estimating, ordering, and receiving of products. We have a great opportunity for you to expand your knowledge and build your career while wearing many hats.

Tasks include but are not limited to:

- Assist designers with client product selection, design concepts, client meeting and communication
- Preparing quotes, estimates and job site measuring- must be able to read blueprints
- Vendor communication, place orders, tracking, scheduling and delivery
- Creating and maintaining finish schedules and presentations
- Organization of office, retail showroom floor and design library
- Answer phones and greet clients- polite and cordial in all client and vendor interactions
- Receive freight in both the showroom and warehouse- be willing to learn to drive a forklift, we will train
- Must be able to lift/carry 40lbs min.

Qualifications:

- Self-starter, good work ethic and excellent time management skills with attention to details
- Works well under pressure in a deadline driven environment
- Highly organized and able to multi-task with the ability to change as priorities shift
- Strong written, verbal, organizational and collaborative skills
- Strong follow-thru
- Bachelor's Degree in Interior Design or related industry a plus but not required
- Valid Driver's License
- Microsoft Office experience - Outlook, Word and Excel used daily
- AutoCAD & Sketch-Up experience a plus but not required

Schedule:

- Typical weekday hours are 8-5pm with very limited evenings or weekends

Benefits

- Health/Accident Insurance
- Vacation/PTO
- 401K

Compensation

- Based on experience

Please send Cover Letter and Resume to Sylvia Lunski at Sylvia@DesignDirectionFargo.com