



## **JOB DESCRIPTION**

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**JOB TITLE:** Assistant to the Designer

**CLASSIFICATION:** Non-Exempt/Hourly

**STARTING PAY:** \$25.00/Hour

**JOB SUMMARY:** Reporting to the Owner and Principal Designer, this position provides administrative and project management support to Green House Designs. This includes client relations & assistance at all phases (initial consultation, design & materials, expediting and job completion). Assistant will place orders for client finish materials, take notes & measurements during in-person meetings with clients, vendors and contractors, deliver samples as needed, and coordinate shipping & receiving logistics with vendors. Required hours vary but on average 20-30 hours a week is the anticipated workload.

### **ESSENTIAL DUTIES & RESPONSIBILITIES (Not an Exhaustive List):**

- Participates in design presentations and client meetings, as needed.
- Gathers information from clients and conducts research in support of projects.
- Assembles, maintains, and delivers specifications (“spec”) book to each job site.
- Coordinates logistics of shipping and receiving from local and non-local vendors, including receiving materials at jobsites.
- Supports management of multiple projects at once, prioritizing, tracking, and completing tasks on time and with minimal incident.
- Provides ongoing customer service to clients via phone, email, and in-person.
- Assists with staging completed projects for photoshoots.
- Identifies, tracks, and resolves any product warranty issues.
- Shops for, assembles, and delivers client gift baskets.
- Other related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- At least one year of administrative experience, preferably in the design field.
- Must be passionate about sustainable and eco-friendly design.
- Excellent personal, written, and verbal communication and customer service skills.
- Strong ability to complete multiple priorities on time, on budget, and within scope.
- Impeccable attention to detail with excellent follow-through.
- Ability to be a self-motivated and high level of accountability.
- A learning spirit and willingness to ask for help.



- Strong technical knowledge to work remotely using cloud technology, video conferencing, and software (e.g., Word, Excel, Adobe Reader/Acrobat, Google Meet).
- Ability to travel locally to multiple client locations in Washington, D.C., Maryland and Northern Virginia.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:** Green House Designs is welcoming to individuals with diverse physical and mental abilities. The physical demands and essential functions described here are representative of those that must be met, with or without reasonable accommodation. Any employee in need of a reasonable accommodation should contact the Owner.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift/move objects weighing up to 50 lbs. on a rare basis.
- The employee will generally need to be available Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern Time.
- Ability to drive and access to a car is required for local travel to jobsites, showrooms, vendors, and clients.

## **BENEFITS**

On average, 50% of the workload is remote. A remote working environment is the standard for all work that doesn't take place at local jobsites with clients, or local vendors.

Generous & flexible PTO and leave policies, as well as recognizing all Federal holidays.

Non-exempt/hourly employees will be compensated for time spent driving from one "job site/meeting location" to another "job site/meeting location" during a workday.

Green House Designs provides workers' compensation insurance as obligated by law.

## **VALUES**

At Green House Designs, our goal is to create a positive, inclusive, and productive work environment. No matter what client we're working with or what task we're performing, the following core values and guiding philosophy drive all our work.

- Our commitment to **sustainability and eco-friendly design** runs deep. We pledge to uphold the values of the Sustainable Furnishings Council to ensure ethical, globally conscious, and environmentally sustainable practices.
- We focus on creating a **positive client experience** where we consistently provide quality, personalized customer service.
- **Employee wellbeing** matters. We put people first in all that we do. A great work product comes from a positive, engaged workplace where employees feel valued.
- We value **diversity, equity, and inclusion**. We seek to dismantle systems of oppression and welcome clients and employees of diverse backgrounds.



- **Clear, consistent communication** is important to us. Employees are encouraged to ask for help when needed, as we continually seek to create a supportive environment for all employees.