

Décor Specialist

Location: Vaughan, ON

Employment Type: Full-Time

Department: Décor

The Role

Reporting directly to the Décor Manager, the Décor Specialist guides homeowners through décor selections, managing appointments, and assisting with change orders or reselections. This role supports the construction and concierge teams, ensuring organized, efficient, and client-focused décor experience,

Responsibilities include:

- Client liaison with homeowners relating to décor selections and upgrade matters.
- Scheduling and managing décor appointments assigned.
- Performing the décor selection appointments
- Assisting the Construction team with any discontinued or reselection requirements.
- Performing any change orders or adding on selections of upgrades and colours for homeowners.
- Maintaining proper lot file and communication records for any décor appointments performed, or communication with homeowners.
- Assisting all departments with any specific projects they may require the décor studio or design related input.
- Attending any training sessions or site-specific events, such as open houses, as required.
- Development and implementation of best practices and procedures with respect to the décor studio, its processes, files, and record keeping.
- Attend office meetings as required.
- Being very organized and keeping good records of any tasks you may be working on.
- Loading completed colour charts into our online portal for construction/ trade access.
- Provide timely responses and remain available to homeowners throughout the construction process for any questions or concerns and assist the concierge team as needed.
- Be readily available to management in office for spec or inventory selections, re-selections, or any other décor-related tasks when required.
- Update all project work status reports.

Job Requirements:

- Minimum of 3 years work experience with a home builder.
- Capability of managing large tasks and multiple tasks at one time.
- Flexibility to work weekends as required.
- Excellent project administration skills.
- Strong computer literacy including use of email software and Microsoft Office products.
- Experience using Newstar software system preferred.
- Highly articulate and well-presented leader.

Salary Range: \$60,000 – \$110,000*

*Compensation for this role will be commission based. If you meet the requirements, please email your resume to cassandra@decohomes.ca

DECO aims to respect and promote the ideals of dignity & independence of all individuals. Should you have any accessibility requirements during the recruitment & hiring process, please feel free to reach out to our *Accessibility Coordination Officer* at info@decohomes.ca . We will do our best to accommodate your request & feedback as we continue to support all of our customers & employees with accessibility requirements.