

Design Assistant – Gateway Kitchen and Bath

Please apply with a resumé in person at 893 Gateway Road or via email to hr@gatewaycabinets.com

Full job description

Who We Are

Gateway Kitchen + Bath started building 40 years ago. Today, we build cabinets, we build spaces, and we build strong teams. We believe in, and work together toward a culture of collaboration, integrity and accuracy, where fresh new ideas are encouraged and excellence is always the goal. Every position on our team is important and we value transparent service, precise craftsmanship and bold expertise. Join us as we build something extraordinary!

What We Offer

- Comprehensive benefits package for you and your family
- Professional Development opportunities
- You will be included in our Profit Share Program as soon as you join the team
- Flexibility in your schedule to help with work/life balance
- Employee discounts on Gateway products and services
- Exciting work events and the ability to be apart of our Social Committee
- Pet friendly office
- Employee Recognition Program that celebrates your years of service
- Employee Referral Program that allows you to refer friends and family members
- Casual dress code
- Fun and inclusive workplace culture

What We Are Looking For

An outstanding Design Assistant must have a good knowledge of Home Design. They need to be both a leader and a team player as they will be a crucial aid to our designers. This position is also an opportunity to grow into a Designer Position.

Duties & Responsibilities

- Create designs using SketchUp
- Generate renderings in VORTEK
- Price out cabinets
- Prepare detailed quotes
- Prepare for and join sales presentations
- Source products
- Sample and product pickups
- Create purchase orders
- Assist designers with renovation paperwork
- Update showroom samples

Skills & Qualifications

- Detail-oriented
- Self-motivated and able to work in a team
- Proficient with spreadsheets, word processing and basic math
- Excellent written and verbal communication skills
- Familiar with SketchUp software

Job Types: Full-time, Permanent

Pay: \$17.00-\$18.00 per hour

Benefits:

- Casual dress
- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Profit sharing
- Store discount
- Tuition reimbursement
- Vision care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Experience:

- residential decorating: 1 year (preferred)

Work Location: In person