



5214 Maryland Way, Suite 102
Brentwood, TN 37027
(615) 309-8200 Main
(615) 309-8211 Fax
www.castlecontractors.com

INTERIOR DESIGNER/SELECTIONS COORDINATOR

GENERAL FUNCTION:

Will be the liaison to help push the customer through the selections process. Will work with the production team and sales team to ensure selections are made on a timely fashion and to ensure that everyone is made aware of selections.

SPECIFIC RESPONSIBILITIES:

Selections / Customizing Responsibilities

- Customize the home through a series of meetings with client.
- Design and preparation of kitchen/cabinet plans, electric, Built-ins on all custom and Spec Home designs.
- Update plans to reflect feature and specification changes.
- When feasible, schedule subcontractor meetings with buyers.
- Develop construction documents.
- Maintain weekly progress/updates with buyers via phone, email, or meetings.
- Intervene when necessary to obtain timely appointments for buyers.
- Review and manage buyers to project timeline. Review construction events, buyer appointments, and milestones. Review impact to schedule and cost ramifications when dates are not met.
- Keep selection forms current /up to date.
- Create change orders to document changes / additions to home. Obtain necessary signatures to process information.
- Collect money from buyers for signed change orders.



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- Obtain pricing from estimating department for those items not listed in options catalog.
- Review Home Owner's Manual, highlighting key areas with buyers.
- Perform selections for spec homes.
- Update plan rack with plan changes.
- Prepare start package (blueprints, plot plans, permits, etc.).

Design Center and Materials

- Participate in design and supply of materials for Design Center in model home.
- Create and maintain Product and / or Selection Information binders for Design Center. Examples include Overall Selections Binder, Kitchen / Bath Cabinetry and tops, Plumbing, Appliances, and whatever binders as deemed necessary.
- Maintain adequate supply of product literature for Design Center.
- Responsible to document options in model through agreed upon (i.e., framed pictures, etc.)
- Create and maintain child activity / entertainment area

PREREQUISITES FOR SUCCESS:

- Technical construction ability to plan efficient construction, price special construction options for sales and to diagnose and resolve field problems.
- Sales ability to train and understand the needs of local sales staff. Marketing understanding to wisely assist corporate marketing specialists with the marketing plan for the local market(s).
- Business sense to promote the good will of Castle Contractors and to positively impact customer satisfaction at all levels of the sales/construction process.



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- Organization aptitude to manage the scheduling and production of employees at all levels.
- Leadership ability to set and maintain a positive atmosphere within the office.
- Willingness to work long hours and weekends as required for success.
- Computer aptitude or willingness to learn to track data in order to constantly improve our operations in all areas.

ORGANIZATIONAL RELATIONSHIPS:

WORKS WITH: Sales, Marketing Manager, Superintendent & Production Manager, All Support Departments/Managers

SUPERVISES: All office level personnel, including subcontractor and supplier relationships.

CLASS: Exempt

Signature

Employee

Castle Contractors Representative