



DÉCOR MANAGER – ARISTA HOMES

JOB DESCRIPTION

ARISTA Homes is looking for a full-time to join our head office "A"-Team. This individual must be organized, self-motivated and experienced in new-home purchase procedures relating to interior finishes and design. The Décor Manager must have the ability to manage all aspects of the ARISTA Décor Studio operations, smoothly and efficiently, while ensuring that Clients receive the highest quality of care and service throughout their new-home design experience. This individual must be passionate about continually enhancing the customer experience, knowledgeable in design trends, and a strong communicator with internal departments, suppliers and Clients.

ARISTA Homes is an established award-winning home builder with over 25 years of community building throughout the GTA. Building upon the "A"-Team corporate philosophy, we will encourage the development of our exceptional people, to build exceptional homes & communities, and deliver a product to our clients that we ourselves would be proud to own.

PRELIMINARY LIST OF DUTIES

- Ensure that the ARISTA Décor selection process and Client interior finishes selections appointments run smoothly and efficiently.
- Maintain ARISTA branding initiatives within the Décor studio.
- Oversee the distribution of all Change Orders, Colour Charts, custom sketches and Referral Forms to Décor Staff
- Review and approval of amendments adjusting purchase price and providing CFO with a copy of the Amendment, Mortgage Commitment, Client Lot Summary, Sales Profiler Options Selections and proof of deposit from Newstar.
- Review Sales OU when accepted APS is received.
- Collaborating with Director of Construction and Contracts Coordinator to prepare Décor Pricing Books and applicable material
- Regularly maintain Décor / NewStar Product Library
- Preparation of monthly Décor Profitability Reports and Analysis Reports of product sales performance
- Meet with Clients to resolve any conflicts pertaining to extras and/or colour charts.

SKILLS/EXPERIENCE

- Experience working with a Homebuilder in their Décor Center.
- General knowledge of home finishes and design trends.
- Good working knowledge of construction process.
- Exceptional command of general business principles.
- More than sufficient computer skills (Excel, Word).
- The ability to communicate efficiently and effectively.
- Experience with Newstar/Sales Profiler preferred.

EDUCATION/KNOWLEDGE

- Post-secondary diploma
- Minimum of five (5) years in low-rise housing and related
- Working knowledge of Microsoft 365 suite, with proficiency in Word, Excel and Outlook
- Working knowledge of NewStar Enterprise software, including Design Studio Manager.

ADDITIONAL APPLICATION INFORMATION

Report to: Vice President of Sales and Marketing

Interview Process: 2-3 Stage

POTENTIAL BENEFITS OFFERED (SUBJECT TO CHANGE)

Two-week Vacation

Paid sick leave

RRSP Contribution, employer matched at 3% (after 2 years of employment)

Health Benefits Package

BASE SALARY OFFERING: Subject to qualifications

Interested candidates should forward a cover letter along with their Resume and salary expectations:

Via Email: humanresources@aristahomes.com

Via Fax: (905) 660-8805, Attention: Human Resources

INDUSTRY

Real Estate

EMPLOYMENT TYPE

Full-time