

## Décor Host/Hostess (Job ID: D-DH-202306)

**ARISTA HOMES is an established award-winning home builder with over 25 years of building award-winning communities throughout the GTA.**

**The "A" TEAM is seeking an exceptional Décor Studio Host/Hostess to assist in the operation of our Head Office Décor Studio, providing a welcoming and positive experience to those visiting for appointments or weekend browsing. This position is hourly pay with schedule as follows:**

**Wednesday: 4-9pm (occasional); Saturday: 12-5pm;**

### Primary Responsibilities:

- Greet all visitors to the Décor Centre and register each visitor into database.
- Provide preliminary tours of Design Studio to show standard finishes and upgrade options.
- Ensure the Décor Centre is in pristine condition, organizing samples and displays in appropriate order and sections.
- Aid Décor Manager in creating new displays and removing discontinued items from showroom
- Provide admin support to Consultants as required.
- Support Design Studio Consultants with schedule of appointments for each respective designer via phone or email; ensure regular follow up.
- Ensure stock is maintained of all copier paper, supplies, beverages, etc.
- Updating client changes of address and phone numbers.
- Assisting in follow-up on any outstanding paperwork.
- Assist in décor document filing
- Answering and directing all incoming call and emails to the Décor Centre.
- Administrating and assisting with Registered Mail.
- Recording of relevant client communications (confirmation of appointments, re-bookings, missed appointments, price book pick-up etc.) in Communication Manager, when applicable.

### Requirements and Qualifications

- Strong written and verbal communication skills with the ability to communicate efficiently and effectively
- Ability to manage personalities and maintain positive environment
- Friendly, engaging and positive personality
- Highly organized with ability to assist multiple clients at the same time
- Attentive listening to clients' needs and requirements
- Experience in customer service and décor background
- Experience in interior design or equivalent background
- Proficient with Excel, Word and Outlook

### Additional Application Information

**Report to:** Décor Manager

**Interview Process:** 2-3 Stage

**Interested candidates should forward a cover letter and Resume to [humanresources@aristahomes.com](mailto:humanresources@aristahomes.com) and include the Subject line as per the noted job title and Job ID.**