



Design Assistant / Project Coordinator PT / FT - Job Posting

House to Home Solutions is a fast-growing, full service, design/build/remodel company and possibly your next employer. Our company values are quality, integrity and experience! Proud of our Award-Winning Service! Are you looking for a career where you can grow and learn? Are you an A-Player but underappreciated and looking to make a difference and be acknowledged? Then look no further, we are looking for that next game changer to help us all get to the next level!

Our ideal Project Coordinator will take pride in being a self-motivated, creative problem-solver who consistently generates solutions for our client's and company's objectives. As a strong candidate for the this position, you possess a keen design sense, enjoy shopping and place great value on honesty, integrity and customer service. As Project Coordinator, you will embody these values and feel at home in our company's positive, client-service-oriented culture. In this role, you will spend about 50% of your time in our Rockville Design Studio handling the administrative aspects of this position and 50% of your time in the field meeting with clients in their home or at showrooms, as well as meeting with vendors and suppliers to cultivate those relationships. Sound like a perfect fit?

Requirements:

- Honest, Self-Motivated and Reliable
- Clean-Cut, Professional and takes pride in themselves and their work
- High-end Luxury Residential Remodeling Experience a plus but not required
- Some Sales and/or Project Estimating Experience a plus but not required
- Team player (supportive of other team members; thinks of the company as a whole)
- Must be Organized (detail oriented)
- Enjoys people and possesses strong people/communication skills
- Computer and technology literate
- Proficiency in 20/20 and/or Chief Architect or similar a plus but not required
- Reliable & Clean Transportation

Benefits:

- ❖ Flexible Schedule (great opportunity for Mom's with kids)
- ❖ Competitive Salary (based on experience)
- ❖ Paid Vacation and Sick Leave (fulltime position only)
- ❖ Gas Allowance and/or Company Vehicle
- ❖ Cell Phone or Allowance
- ❖ Other Company Equipment & Tools
- ❖ Great Work Environment in a new State of the Art Office & Design Studio
- ❖ Lots of potential for growth and learning
- ❖ Possible job related paid Training, Classes & Certifications

If you're ready to join a Team, Email us your Resume!

*Recruiters, please do not contact this job posting.

*Do Not Contact us with unsolicited Services or Offers.