



FRONTIER KITCHENS, INC
1170 Ridge Rd
Webster NY 14580

TITLE: Kitchen Designer

- Greet customers in the showroom, review cabinet options, design ideas and pricing with the customer to gauge specific interest in cabinet functionality, design, aesthetics, budget as well as any countertop requests and needs.
- Learn the kitchen cabinet options available from our primary vendors, keep up to date with new offerings and options.
- Visit project location (residential and commercial) to measure and photograph project site, take relevant notes on the customer's project including wish lists and various pricing requests.
- Design the customer's kitchen in "2020" software program to generate design layout, accessories, concepts, and pricing.
- Develop complete quote including materials and labor at appropriate margins.
- Present the project to the customer, review options, pricing, production and install timing, etc... If agreed collect 50% down payment.
- On Kitchen delivery day meet the delivery truck at the customer site with the contractor and customer to ensure accurate install. Collect payment.
- Perform other relevant duties when needed.
- Complete all order acknowledgements

Kitchen Designer Requirements:

- High school diploma
- Active listening skills
- Ability to navigate basic office software including Microsoft Office Suite (Word, Excel, Outlook, and Access) as well as design software (2020).
- Ability to take accurate measurements on site and record (training provided)
- Clean driving record
- Strong customer service skills
- Ability to follow procedures
- Multi-tasking and time-management skills, with the ability to prioritize tasks.