

Kitchen Design Gallery - Assistant Kitchen Designer

Pay: \$20.00 - \$25.00 per hour

Job description:

Supports the Senior Designer by handling drawings, revisions, and project documentation. Attends design meetings to take detailed notes and convert them into accurate designs and order-ready information.

Key Responsibilities:

- Attend design meetings to capture layouts, selections, and changes
- Translate notes into updated designs using Cynclly (20/20 or similar)
- Produce plans, elevations, renderings, and cabinet layouts
- Generate quotes and specifications in Excel
- Prepare complete order packets for production and installation
- Review designs for accuracy and manage revisions
- Coordinate with vendors on specs, pricing, and lead times
- Track project details and maintain organized files
- Assist with punch lists, warranty items, and corrections

Required Skills:

- **Proficient** in Cynclly (20/20 or equivalent)
- Strong Excel skills
- Detail-oriented with strong organizational ability
- Solid understanding of kitchen design fundamentals
- Able to manage multiple projects and deadlines

Role Expectations:

- Execute work quickly and accurately with minimal oversight
- Convert meeting discussions into precise drawings and documentation
- Support the Senior Designer by handling all back-end workload

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Mileage reimbursement
- Paid time off
- Paid training

Work Location: In person