

Interior Home Designer

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we pride ourselves on providing a healthy, diverse, and balanced work environment. Working within a supportive team environment, including top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling over 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

Reporting to the Design Coordinator and the Sales Manager, the Interior Home Designer, based at our Design Center, is responsible for: Ensuring that the home buyer experience, meets the high standard that is expected when purchasing a home from Claridge and ensuring that they are guided through the process of selecting and customizing interior finishes for their home that they will appreciate for a lifetime.

Staying up to date on the current trends and the products offered, you will walk home buyers through the process of, customizing, designing and upgrading the existing layout or features of their home and helping to co-ordinate and select interior finishes based on the home buyers personal style and taste.

Meeting with each home buyers one on one, you will:

- Outline the construction process and expectations over the next 12 months while the home is being built
- Review preliminary site instructions based on changes requested, ensuring everything is as per their request
- Guide the process of selection of exterior and interior colours
- Review working drawings and electrical plan, including lights and outlets.
- Review all standard features/finishes included in the home
- Discuss appliance selections and review potential changes/upgrades necessary to accommodate purchaser's selections, such as custom fridge opening, gas and/or electric stove, CHF, built-in microwaves
- Review floor layouts and any potential floorplan changes to design and upgrades
- Guide the purchaser through the selection of all interior finishes, including colours etc.
- Finalize and review construction release package/working drawings to ensure purchaser's change orders have been imputed correctly.
- Prepare and present price requests based on any outstanding 'customized' items purchaser requires, where standardized pricing is not available
- Prepare change orders based on all items purchaser has shown an interest in during the meeting and forward on to them for their review
- Revise change orders accordingly and forward on to purchaser for any further revisions and/or signatures
- Correspond with home buyer and construction department throughout the construction process

Knowledge Skills and Abilities:

- Interior Design or Decoration diploma/certificate or experience in lieu
- 5 plus years of experience in a similar role



- Superior communication and negotiation skills
- Customer focused approach to work and problem solving
- Strong computer skills
- Bilingualism would be considered an asset

Please send applications to: HR@Claridgehomes.com

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.