



Title: Design Assistant

Location: 5709 2nd Street SE, Calgary, AB

At NuVista Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Vice-President, as the **Design Assistant** you will provide support to client selection and change requests to ensure delivery of excellent services to enhance customer satisfaction. You also provide administrative support the Design team to facilitate the selection process.

Your day-to-day responsibilities will include:

- Liaising with clients and builders to coordinate late change requests in a timely manner. Revising and submitting supporting documents as required.
- Consulting suppliers for alternative product options as necessary. Coordinating with clients to reselect alternatives when products are discontinued or back-ordered.
- Assisting in preview events including greeting and directing clients. Providing clients with catalogues and responding to client inquiries in a professional manner.
- Supporting clients with product selections and providing estimates for various options as requested.
- Clarifying or rectifying supporting documents and information in NewStar system as required.
- Providing support to other projects or duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High School Diploma, or equivalent.
- Minimum 1 year of customer service and/or office administration experience, preferably in Residential Construction industry or related field.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and ERP system (NewStar or similar).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

NuVista Homes, a single-family business unit of Qualico, is committed to providing high quality homes at an affordable price. NuVista Homes customizes your home, work with suppliers that give you the quality and selection you need, and uphold the highest standards and materials in construction. Our team is dedicated to architectural innovation, unique design, streamlined function and exceptional customer service. NuVista Homes is located in Calgary AB. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: November 15, 2024

[Apply Here](#)