



Design Studio Host/Hostess

6-month part-time temporary assignment

We are seeking an exceptional Design Studio Host/Hostess to assist in the operation of the Design Studio and give a welcoming positive experience to those visiting our showroom located at 1737 Woodward Drive in Ottawa. This position is a 30-hour per week role with schedule as follows:

Friday: 9-5pm; Saturday: 10-5pm; Sunday: 10-5pm; Monday: 9-5pm

About the role

The Design Studio Host/Hostess is responsible for:

- Meet and greet purchasers and Design Studio visitors at reception
- Provide preliminary tours of Design Studio to show standard finishes and upgrade options.
- Support Design Studio Coordinator with schedule of appointments for each respective designer at the Design Studio via phone or email; ensure regular follow up.
- Answer questions regarding specifications, appointment structure and upgrades and company policies and procedures.
- Support Design Studio Coordinator with creating purchaser files with documents, communications, and correspondence history to start appointments.
- Support Design Studio Coordinator with filing of paperwork, phone calls and follow-up emails.
- Ensure Design Studio is neat and tidy upon closing and that samples have been placed back in their spots.
- Maintain lists of comments and selections for designer file updates for communication purposes.

About You

You are/have:

- Ability to manage personalities and maintain positive environment
- Friendly, engaging and positive personality
- Highly organized with ability to assist multiple clients at the same time
- Attentive listening to clients' needs and requirements
- Experience in customer service and décor background
- Education in interior design or equivalent background
- Proficient with Excel, Word and Outlook
- Strong written and verbal communication skills
- Highly organized

About us:

We:

- empower our people to strive for creativity, uniqueness and distinction.
- are driven by the values of doing the right thing; building well for lasting value, creativity, fun and respect.

- are the Builder of Choice in the National Capital Region.
- build lifestyle communities throughout Ottawa.
- are committed to the best customer experience in Canada!

We offer a dynamic opportunity!! Should eQ Homes and this position be a good match for you, please email your cover letter and resume to: jointheteam@eqhomes.ca

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.