Job Description

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

| Position Title:               | Design and Marketing Associate |
| Directly Reports to:          | Marketing and Design Manager   |
| Reporting to this position:   | None                            |
| Job Family:                  | Professional/ Administrative    |
| Classification:              | Exempt                          |
| EEO-1 Category:              | Professionals                   |

**Position Purpose:** Provide support to the Design and Marketing Department to design Showroom displays, administer social media accounts and maintain catalogs and website.

**Required Education and/or Experience:**
High School diploma or equivalent, 4 year degree in Art and Design or 2 year Associate, NKBA certification or other combinations of education and experience may be considered. Experience with Auto CAD, 2020 and/or Chief Architect or related programs preferred.

**Required Knowledge, Skills, and Competencies:**
- Knowledge of design techniques, tools and principals involved in production of technical plans, blue prints and models.
- Knowledge of principles and processes for providing customer service.
- Knowledge of materials and methods involved in construction of custom cabinets as it relates to design.
- Designing experience using semi-custom and custom framed and frameless cabinetry.
- Cabinetry showroom experience preferred.
- Detail oriented.
- Ability to develop positive relationships with dealers, reps, colleagues and coworkers.
- Must be able to recognize sensitive business and personnel issues and maintain those issues with the utmost confidence.
- Must be able to apply basic math principles, correctly use measuring devices to extract calculations from charts.
- Must be able interpret internal paperwork.
- Must be PC proficient - Ability to accurately enter and verify information in word processing programs, spreadsheets, email programs and internally developed applications.
- Knowledge of design software.
- Must use professional phone etiquette.
- Social media experience to include Facebook, Instagram, Twitter and Houzz.
• Must be able to read, professionally speak, and effectively write in English
• Knowledge of quality criteria with attention to detail and recognition of discrepancies
• Ability to prioritize projects and meet deadlines
• Must work with others as part of a team
• Ability to communicate information positively and professionally.
• Ability to make decisions.

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions
The job duties listed below are the fundamental job duties of this position. Failure to perform any one of these duties would substantially alter the nature of the position. To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.

• Clearly communicate and provide leadership to accomplish the company goals and objectives.
• Maintain and coordinate 2020 and Chief Architect catalogs for Plato’s three lines of cabinets. May require travel for additional training.
• Maintain a favorable working relationship with all employees to promote a cooperative working climate conducive to maximum employee morale, productivity, efficiency and effectiveness.
• Participate, coordinate and assist in dealer training.
• Coordinate projects between dealers/reps, engineering and production floor.
• Maintain and promote working relationships in a team atmosphere.
• Administration of social media accounts for Plato Woodwork.
• Maintain website updates via WordPress.
• Assist in design of market displays, including national installations.
• Participate in Continuous Improvement initiatives, measure and achieve goals.
• Regular and on-time attendances for full shift schedule and/or until duties are fulfilled.
• Create and maintain Standard Operating Procedures (SOP) for the duties performed in this position and those reporting to this position.
• Communicate relevant information positively and effectively to others in timely manner
• Respond correctly when quality problems are identified and/or involve others as needed
• Follow priority criteria on throughput

Marginal Functions
• Clean the work area and maintain 5S guidelines
• Attend and participate in team meetings and training sessions
• Participate in the stretching program
• Seek and perform alternate, productive tasks to keep busy during unexpected down time
• Perform other duties as assigned or requested
Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required use hands to finger, type, handle, or feel objects, tools, or controls. The employee occasionally is required to reach above shoulders with hands and arms.

The employee is frequently required to sit, stand and walk in production areas. Also rarely required to climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The employee is regularly required to talk and hear to communicate with others. The noise level in the production environment is loud, consistent with normal shop conditions. Office volume level is quiet.

Specific vision abilities required by this position include clear vision at 24 inches or less, color vision, peripheral vision and the ability to adjust focus.

Protective Clothing Required

Hearing protection is required in some production areas
Safety glasses are required in all production areas

Tools/ Equipment Used

- Computer
- Phone
- Office Equipment