



PALMETTO BLUFF

Guild Design Associate

Position Summary

Serve as the greeter and organizer of the Guild design and selections space, provide support and research for design-related topics, and provide design-related content for use in sales and marketing at Palmetto Bluff.

Essential Responsibilities

- Serve as on-site host/hostess at the Design Center and greet walk-ins and provide overview to Guild design process at Palmetto Bluff
- Maintain Design Center calendar and schedule appointments with sales team/prospects for Guild overview presentations and with builders for selections appointments and other buying process milestones
- Maintain inventory of items related to selections process (material samples, color palettes, brochures, design library, etc.) and supplies necessary to operate the Design Center
- Maintain roving image boards with design-related content
- Ensure that content on screens and displays are up to date and relevant to sales directives
- Stay current on design-related topics relative to new home design and make recommendations for implementation into Guild offerings
- Work with other Guild staff to site homes where appropriate on developer/Guild homesites
- Conduct ethnographies, focus groups, and other research to obtain sales feedback on existing home types and opportunities for future expansion
- Update Guild lot inventory maps on a bi-weekly basis
- Work with other Guild team members to create design briefs for new product offerings
- Create and organize design folders with respect to new product ideas, architectural and design
- Organize and lead design and architectural tours of Wilson Village or other areas as a means of promoting Palmetto Bluff
- Maintain and disseminate master calendars for each Guild lot/home (sales asset deliveries, design review approvals, contract milestones, architectural plan due dates, building permit date, construction schedules, walk through dates, frame walk, home inspection, closing date, etc.) and keep internal and external constituents aligned with agreed upon dates
- Create and maintain design review display at Design Center that includes information on the architectural standards, design review process, and common forms needed
- Work as a liaison with the Palmetto Bluff Club to create DRB-related content for inclusion into Member orientations
- Implement electronic payment system with the support of DRB/Trust team members in order to continue the Design Review Board's transition to paperless customer-based interactions
- Facilitate the tracking and implementation of the Builder Application process (collect application materials, disseminate to third party reviews, communicate results to builders, etc.)

Palmetto Bluff

11 Village Park Square

Bluffton, SC 29910

www.palmettobluff.com

- Document and administer Builder Application renewal process
- Create and/or refine Design Review documents and templates, including Design Review Standards, construction application, design review application, etc.

Position Requirements and Demands

- Bachelor's degree in art, art history, architecture, design, communications or equivalent education or experience
- Exceptional communication skills and ability to engage with a variety of stakeholders
- Intellectual curiosity and growth-orientated mindset
- Prior experience in sales, retail, education, or business development preferred
- Graphic design experience and/or proficient knowledge of Adobe suite (Acrobat Pro, InDesign, Photoshop, etc.)
- Prior experience in homebuilding, architecture, interior design or real estate a plus
- Energetic and positive attitude with strong affinity for customer interaction
- Strong organizational skills and ability to work on multiple projects at the same time
- Knowledge of AutoCAD, Excel, Word, PowerPoint, Access

Other Demands

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing/walking for extended periods of time
- Ability to carry 10-25 lbs. (computer, files, etc.)
- Office environment with exposure to personal computer monitor and frequent use of a keyboard
- Ability to work Saturdays
- Valid driver's license or reliable method of transportation to/from work

DISCLAIMER

This document describes the position currently available and serves only as a summary of the typical functions of the job. It is not an exhaustive or comprehensive list of all possible job responsibilities. Tasks, responsibilities, and duties of the jobholder may differ from those outlined. Other duties, as assigned, might be part of the job. This is not an employment contract. Our company reserves the right to modify job duties or job descriptions at any time.

Palmetto Bluff Company is an Equal Opportunity Employer