

# J E A N   S T O F F E R   D E S I G N

## **JOB DESCRIPTION**

**DATE:** June 26, 2025  
**TITLE:** Stoffer Home Cabinetry (SHC) Senior Designer  
**STATUS:** Full-time, onsite (at Headquarters in Grand Rapids, MI)  
**REPORTS TO:** Allison Nielsen, Director of SHC

### **Primary Responsibilities**

Leads all aspects of SHC cabinetry design projects, as assigned by SHC Director, with an emphasis on creative design and technical detailing resulting in beautiful projects, successful installations, and satisfied customers. The Senior Designer will lead/oversee project designer(s) and/or design assistant(s) with communication to both clients and vendors during the entire process. Establishes and maintains a complete understanding of the SHC tailored lines of cabinetry, developed by Jean Stoffer and the Stoffer Home Cabinetry team, serving our valued clients with integrity and excellence.

### **Specific Responsibilities**

- Oversee SHC cabinetry projects from schematic phase of design through construction administration. Initially meet with clients, keenly listening to client wants/needs and discussing design options. Lead subsequent client meetings to discover additional client and project desires/requirements while providing excellent customer service.
- Create initial design drawings including floor plans and elevations of cabinetry designs using the SHC system, for client review that will lead to design development and construction documents. Utilize AutoCAD LT software and appropriate SHC line-weights and signature drafting style. Make revisions to cabinetry floor plans and elevations as required. Research, record, and review all necessary appliance specifications for proper integration with surrounding cabinetry including detailed study of opening sizes and custom panel sizing.
- Expertly prepare or review quotes and provide pricing to clients for SHC projects. Label cabinetry designs using the SHC labeling system and pricing software.
- Efficiently and effectively review and place orders with the Stoffer Home Cabinetry manufacturer(s). Review manufacturer's work orders with SHC Project Designer or Design Assistant.

- Review/approve installation packages for client, client's general contractor (GC), or representative. Answer additional questions from the client and/or the client's GC.
- Select, review, and approve Hardware & Lighting schedules to complement and enhance the space(s) receiving SHC cabinetry, using Stoffer Home products.
- Throughout the process, manage effective communication with multiple parties including clients, SHC Project Designer(s), Design Assistant(s), SHC Director and SHC cabinetry manufacturer(s), regarding design projects, pricing, production, and installation processes.
- Make recommendations for improved processes and engage in finding new solutions as required. Execute tasks that foster a smooth design and installation process for clients and their representatives.
- Develop, along with the Director, training materials and processes to enhance the growth of Project Designers and Design Assistants and other personnel as it relates to cabinetry.
- Grow in the position by taking on additional responsibilities as required.
- Other duties as assigned.

#### **Qualifications:**

- Prior experience, 5-10 years, in high-end residential cabinetry design and/or architectural design and project management.
- Experience with and understanding of construction processes and cabinetry construction required.
- Proficient with 2D AutoCAD or similar computer-aided design software required (SHC utilizes AutoCAD LT).
- Architectural training and/or experience preferred.
- Well-developed ability to provide excellent customer service and easily develop positive client relationships.
- Excellent verbal and written communication skills.
- Ability to use technology to effectively design, manage information, and solve problems.
- In possession of the following characteristics: natural curiosity and willingness to learn new skills, highly organized, independent problem solver, motivated self-starter with skill in coordinating multiple projects at one time, proven ability to work within a fast-paced environment while moving easily from task-to-task.
- Proven ability to relate with excellence to people from a wide variety of backgrounds, values, ethnicities and ages.
- Ability to aid team members on alternate projects and contribute to a teamwork environment.

**For Consideration:**

- Please email a resume and cover letter to Julia Fletcher [Julia@jeanstoferdesign.com](mailto:Julia@jeanstoferdesign.com).
- A current portfolio of design work and three professional references will be requested from finalists for the position.