

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

JOB DESCRIPTION

DATE: April 22, 2025
TITLE: Stoffer Home Cabinetry (SHC) Project Designer
STATUS: Full-time, onsite (at Headquarters in Grand Rapids, MI)
REPORTS TO: Allison Nielsen, Director of SHC

Primary Responsibilities

Work under the direction of SHC Director to guide all aspects in the development, design, and delivery of every SHC cabinetry design project from inception to completion, including collaborating with Senior Designer(s) and overseeing work of the Design Assistant(s) during the design process. Establish and maintain 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.

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 all 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 and record all necessary appliance specifications for proper integration with surrounding cabinetry including detailed review of opening sizes and custom panel sizing.
- Expertly quote 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 Design Assistant. Follow-up on orders, using excellent communication skills, organization and responsiveness, in line with the JSD and SHC brands.

- Review/approve installation packages for client, client's general contractor (GC), or representative. Answer additional questions for the client and/or the client's GC.
- Select, review, and approve Hardware & Lighting schedules to compliment and enhance the space(s) receiving SHC cabinetry, using Stoffer Home products.
- Throughout the process, manage effective communication with multiple parties including clients, SHC Senior Designer(s), Design Assistant(s), SHC Director and SHC cabinetry manufacturer(s), regarding design projects, pricing, production, and installation processes.
- Create deliverables for additional design services such as mood boards and/or schedules that could include recommendations for flooring, wall color/coverings, countertops, backsplash, etc. Promoting Stoffer Home products where possible.
- 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.
- Grow in the position by taking on additional responsibilities as required.

Qualifications:

- Prior experience in high-end residential cabinetry design and/or project management required.
- Experience with 2D AutoCAD or similar computer-aided design software. SHC utilizes AutoCAD LT.
- Knowledge of SketchUp and 3D modeling preferred.
- Documented ability to provide excellent customer service and easily develop positive client relationships.
- Excellent verbal and written communication skills.
- Ability to use technology to 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.
- Ability to aid team members on alternate projects and contribute to a work environment where teamwork is the rule.
- Proven ability to relate with excellence to people from a wide range of backgrounds, values, ethnicities, cultures and ages.

For Consideration:

- Please email a resume and cover letter to Julia Fletcher Julia@jeanstofferdesign.com.
- A current portfolio of design work and three professional references will be requested from finalists for the position.