



Title: Design Administrator

Location: One Dr. David Friesen Drive, Winnipeg

At designQ, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and retail discounts.

Job Overview

Reporting to the Director, designQ, as the **Design Administrator** you will provide administrative support to the Director and designQ team, ensuring delivery of excellent services to exceed customer expectations.

Your day-to-day responsibilities will include:

- Ensuring data relating to selections and Design Center tracking is up-to-date and accurate.
- Provide regular product updates to design team via bi-weekly meetings including meeting minutes.
- Assisting the Marketing Teams with yearly specification catalogues.
- Maintaining samples within the Design Centre.
- Assisting in open house events including tracking, greeting and directing clients to correct destinations. Providing clients with catalogues and respond to client inquiries in a professional manner.
- Providing reception coverage, responding to requests in regard to warehouse monitoring, client surveys and ordering supplies, stationery and food/drink supplies for Design Centre.
- Assisting in open house events including tracking, greeting, and directing clients to correct destinations. Providing clients with catalogues and responding to client inquiries in a professional manner.
- Providing support to other projects or duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High School Diploma, or equivalent.
- Certificate or diploma in Administration or equivalent.
- Minimum of three months of related experience in the design industry.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check and driver's abstract.
- Proficient in Microsoft Office programs (Outlook, Teams, SharePoint, Word, Excel and PowerPoint).

Preferred Requirements

- Prior experience working in residential construction or interior design is an asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Once a week (Thursdays), you must be available until 8:00 pm for Open House events. Overtime may occasionally be required.

About Us

Qualico's designQ takes the edge off the home buying process and helps customers choose wisely and wind up with precisely the home they want. In our state-of-the-art design centres in Edmonton and Winnipeg you'll be able to create a space that's unique to your family. It's a one-stop shop for interior design, products and finishing. For more information [click here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: June 16, 2025

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