



Title: Design Studio Assistant

Location: 37 Quarry Park Blvd SE, Calgary

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.

Qualico's designQ is poised to expand its innovative approach to the home buying process with the launch of a new business unit in Calgary. designQ is dedicated to easing customer decisions and ensuring they end up with the home of their dreams by providing state-of-the-art design centres. This new Calgary unit will be a one-stop shop for interior design, products, and finishing, allowing families to create unique and personalized living spaces. We are seeking a visionary and skilled individual to spearhead this venture and guide the inception and growth of designQ Calgary. If you have a passion for design excellence and are excited about leading a groundbreaking team in transforming home customization, we invite you to join us on this exciting journey.

Job Overview

Reporting to the Director, designQ, as the **Design Studio Assistant** you support the day-to-day operations of the designQ studio. You serve as the first point of contact for clients, builders, and vendors while providing administrative and operational support to the design team. You help coordinate appointments, prepare client documentation, maintain studio organization, and contribute to a positive client experience.

Primary responsibilities include:

Reception & Front Desk

- Greeting and welcoming clients, builders, and vendors in the design studio.
- Managing incoming calls, emails, and inquiries, ensuring timely responses.
- Providing a warm and professional first impression for all visitors.

Client Support

- Welcoming homeowners and assisting with initial design studio tours to orient clients to the studio layout, finishes, and available options.
- Assisting designers with reselections, ensuring documentation and communication with designers and builders is accurate and up to date.
- Providing general guidance and support to clients during their studio experience.

Scheduling & Coordination

- Booking and confirming client design appointments for multiple builders.
- Maintaining the studio calendar and supporting the design team in managing schedules.
- Communicating appointment reminders and following up with clients as needed.

Administrative Support

- Assisting with the preparation and organization of contracts, selection sheets, approvals, reselections, and change orders.
- Maintaining accurate filing systems, both digital and physical.
- Assisting with data entry in builder and studio management software.
- Preparing and organize selection packages and client documentation for the design team.
- Supporting Designers and the Design Coordinator with daily administrative tasks.

Studio Operations

- Ensuring the reception and studio environment is clean, organized, and welcoming.
- Supporting sample library upkeep and restocking.
- Assisting with coordinating studio events, builder launches, and special projects.
- Assisting with occasional material pickups, deliveries, and visits to showhomes, supplier locations, and project sites as required.

As our ideal candidate, you are...

- 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.
- Mindful; you respect diversity and deal with sensitive situations using high degree of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- Minimum 1 year of experience in reception, office administration, customer service, or a related role.
- Experience in design, construction, or real estate industry.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills for client and builder interactions.
- Ability to manage multiple tasks in a fast-paced environment.
- Positive attitude, strong work ethic, and willingness to learn.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).
- Familiarity with builder and design software.

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.
- Taking responsibility for the outcomes of decisions and actions.
- Consistently meeting customer expectations
- Staying current with technical job skills.

Work Conditions

You primarily work in an office environment during standard work hours. Work outside of regular business hours and/or overtime may 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, Calgary 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: July 8, 2026

[Apply Here](#)