

Are you interested in joining a company culture where accountability, top performance, and teamwork are valued and rewarded? A company that is dedicated to insightful design and superior craftsmanship, the company is setting a new standard in homebuilding and customer experience.

Tri Pointe Homes San Diego is looking for an experienced, enthusiastic individual to join our talented group as a Design Associate.

Position Highlights: The Design Associate will counsel and direct homebuyers in the selection of all standard and upgrade options to personalize their new home with a heavy emphasis on spec homes as part of the growth plan.

Position Responsibilities:

- Providing homeowners a professional design experience that will allow them to select available options, discuss finishes and various upgrades to assist in final selections.
- Provide buyers with product information, upgrade options, pricing information within buyers' budget.
- Handle all revisions relating to color selections and addendum options in a timely and accurate manner with adherence to the cut-off schedule.
- Calculate pricing prepare paperwork for buyers' review and approval.
- Manage the option selections and act as a liaison between construction, subcontractors, sales, and field.
- Respond to questions and customer concerns from Field, Customer Care, trade partners, and contractors on addendums and color selections.
- Meet or exceed expectations set for customer experience scores and sales goals incentives.
- Delivering revenue, margin, productivity, and customer experience standards in line with Company objectives.
- Ensure all paperwork and diagrams are correct and appropriate for homebuyers, construction, and trade partners.
- Inputs product item numbers into the design specification sheets on the computer and verified for accuracy.
- Communicate any delays or issues to the Design Center Manager and any other necessary team member(s).
- Attend model walks and community kick-off meetings, as necessary.
- Manage the change order process
- Prepare an accurate schematic drawing for concrete, electrical, plumbing, carpentry, and flooring change order options for Construction Department.
- Providing an elevated customer experience from start to finish per company objectives.
- Complete larger spec volume vs. homeowner volume.
- Support with administrative, scheduling, file prep, and processing when needed.

- Other duties as assigned.

Position Qualifications:

- High School or GED equivalent required.
- A minimum of 2 years of experience in a builder design studio as an Administrator, Coordinator, or Design Assistant.
- Strong numeric orientation is required.
- Strong PC skills required, with a high level of proficiency in Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint, and MS Outlook), Adobe Pro, and internet-based programs such as Internet Explorer and Google Chrome required. Prior experience with Corrigo, Enterprise-One/JD Edwards, Sharefile, Docusign, Envision, and Hyphen Solutions preferred.
- Strong written/verbal communication skills.
- Customer service-oriented.
- Possess excellent selling, organizational, leadership, and communications skills as well as excellent interpersonal skills.
- Ability to effectively sell/promote products that contribute to the success of the Design Studio and foster customer satisfaction.

At Tri Pointe Homes, we are intentional about fostering an environment where you, and all individuals, are encouraged to be their authentic selves. We embrace individuality and strive to be consciously inclusive of different backgrounds, experiences, and perspectives in every aspect of our business. We believe our company's strength relies on the diversity of the team and the unique, innovative ideas everyone contributes.

We are an Equal Opportunity Employer, which means we make employment decisions based on merit and qualifications and are committed to providing equal opportunities for all applicants and employees without regard to their race, color, creed, religion, national origin, ancestry, citizenship status, age, disability, sex, sexual orientation, gender identity or expression, veteran status, genetic information, or any other characteristic protected by applicable federal, state or local laws.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to apply for an open position or to participate in an interview, please let us know.