

Design & Showroom COORDINATOR

REVIVAL HOUSE PLYMOUTH, MN

Revival House is a full-service design center and showroom that combines kitchen, bath, and interior design products and services under one roof. Here at Revival House, we specialize in cabinetry and design in the Minneapolis and St. Paul area, as well as nationwide. We take pride in the lasting relationships we have built with our clients, our builder/remodeler partners, and our vendors. As a family business, tried-and-true values like honesty, integrity, and hard work ground and sustain us.

Collaboration and teamwork are highly valued at Revival House. This kind of environment helps everyone thrive and achieve their goals. Our design team members are inspired and energized by each other's work. We actively seek ideas from our team on how we can better serve our customers and support each other.

Revival House offers numerous opportunities for professional growth and development, including technical product training as well as group and individualized sales training as appropriate. We encourage participation in industry events, seminars, and trade associations. We are also committed to serving our community in a variety of ways each year.

As a Design & Showroom Coordinator at Revival House, you will provide valuable support to designers, assist with showroom management, and handle day-to-day business operations. Your role will involve interfacing with clients, vendors, and industry representatives, ensuring the showroom is maintained to the highest standards, and supporting project workflow. Your success will depend not only on your technical design skill but also on your interpersonal skills, communication abilities, and organizational strengths. We pride ourselves on the relationships we build with our customers, and your active participation in making our customers raving fans is critical.

This is a full-time (40 hours/week) position that offers a competitive base salary, with the potential for commission based on performance and sales contributions. If a career with Revival House sounds appealing to you, we encourage you to send a cover letter and resume to hello@revivalhouse.design.

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Design Responsibilities

- Produce CAD layouts utilizing Chief Architect Design Software
- Assist one or more Kitchen & Bath Designers on current projects
- Read blueprints and scale plans
- Obtain, review, and follow appliance specifications for design, function, and installation
- Prepare quotes, cost worksheets, and bids for designers
- Assist in troubleshooting order or installation issues
- Communicate with clients and trade partners to relay project information/updates
- Assist in the preparation of comprehensive installation instructions, applicable drawings, and specifications to ensure successful installation
- Develop knowledge and expertise in all cabinet lines and related products used at Revival House
- Assist designers in measuring spaces for cabinetry – be responsible for measuring simple spaces independently
- Place, track, and review orders placed through vendor systems
- Meet with clients to review samples and/or design layouts if the designer is not available
- Order parts and service materials for job completion

Showroom, Vendor Relationship, and Business Operations Responsibilities

- Maintain a clean, organized, and welcoming showroom environment
- Arrange and update sample displays to keep them current and visually appealing
- Greet and assist walk-in clients, providing general product and design guidance
- Monitor and reorder showroom supplies, ensuring adequate stock of samples and marketing materials
- Coordinate with vendors and reps to obtain the latest product updates, samples, and training opportunities
- Schedule and facilitate vendor presentations to keep the design team informed on industry trends and new offerings
- Assist in coordinating showroom events, open houses, and trade partner gatherings to strengthen vendor and client relationships
- Manage inventory tracking for product samples and stock items
- Assist with administrative tasks such as processing invoices, organizing files, and updating records
- Communicate with vendors to manage order timelines, deliveries, and service requests
- Support scheduling, order processing, and workflow organization to streamline day-to-day business operations
- Provide general support to management in improving operational processes and efficiency

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Qualifications

- A customer-first mindset
- BA/BS degree plus Certificate from accredited Kitchen & Bath program or equivalent
- Proficiency with Chief Architect design software
- Experience with Microsoft Office products, including Outlook, Word, and Excel
- Strong oral and written communication skills
- Successful prior experience in a fast-paced environment
- Excellent organizational skills and the ability to manage multiple tasks efficiently
- Strong attention to detail, particularly in showroom presentation and inventory tracking
- Ability to problem-solve and adapt to changing business needs

We look forward to meeting candidates who are excited to be part of our growing team!

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