

JOB DESCRIPTION

DEPARTMENT: Marketing

MANAGER: Erin DeMuth

JOB TITLE: Product Selections & Interior Design Intern

DATE UPDATED: 6-2-17

Company Background:

Established in 1993, Creative Materials Corporation (www.creativematerialscorp.com and www.creativematerialsne.com), is a supplier of architectural tile, stone and brick focused on the specification and supply of such building materials to commercial construction projects. With corporate offices in Albany, NY and established territories across the U.S., Creative Materials offers one of the widest selection of materials representing hundreds of the most respected manufacturers from around the globe. Creative Materials has extensive familiarity with the commercial construction industry and employs a project management approach to the supply of its products to commercial projects owned by large developers, multi-unit restaurant, hospitality & retail chains and facilities groups nationwide.

Location: Position is based in Creative Materials' corporate headquarters located in Albany, NY.

SUMMARY

Reporting to the Product Sourcing Specialist, the part-time Product Selections & Interior Design Intern is a critical component of the sales and customer support organization. This creative, extremely organized and collaborative interior design student will assist the product sourcing specialist in developing sourcing selections for commercial accounts. In addition to his/her creative design duties, our candidate of choice will maintain the corporate product library and database.

Our candidate of choice will have an excellent eye for color, texture and complementary designs. Critical to the success of this individual will be his/her ability to quickly retain product knowledge and be a highly responsive and creative team member.

Part-time, paid internship up to 20 hours per week. Specific days and hours are flexible, but must be between 8-5 Mon-Fri.

RESPONSIBILITIES:

- Become a product resource by assisting the sales staff and product sourcing specialist with creating tile and stone floor designs, sourcing/matching discontinued products or current specifications of existing products and providing product alternatives for clients.
- Build and maintain familiarity with product aesthetics and technical characteristics and the differences between various manufacturer collections by maintaining working knowledge of the products and their various applications in commercial construction settings.
- Assist with maintaining the company's physical *architectural* library including the organization of the manufacturer's product binders notating discontinued colors, sizes for active collections, and ensuring that a complete listing of all materials is maintained and easily accessible to all internal customers.

SKILLS AND QUALIFICATIONS:

- A collaborative nature and an ability to be flexible.
- A polished professional presence with exceptional written and oral communication skills is essential.
- Knowledge of Windows Office Suite, in particular, manipulating data in Excel.
- Exposure to CAD, Sketch up and other design and architectural tools is desirable.
- Pursuing a BA or AA in Interior Design/Fine Arts.