

# JOB DESCRIPTION

**DEPARTMENT:** Sales

**JOB TITLE:** A&D Support Specialist

**MANAGER:** Genna Weiner, A&D Consultant

**DATE:** 06/1/2026

---

## COMPANY OVERVIEW

Creative Materials Corporation designs, markets and supplies tile, LVT, glass, and other surface materials to the commercial construction industry. Utilizing extensive experience, Creative Materials guides multi-unit brands, architecture and design firms, developers, and installation professionals through product specification and the successful supply of materials to each and every project. Creative Materials adds value to client's projects by offering an unmatched combination of product sourcing capabilities, nationwide supply chain solutions, and excellence in service. Our committed, consultative approach enables clients to create with confidence. We are privately held and have been in business for 30+ years.

## COMPANY VISION

To set a new standard for partnering with surface materials suppliers on commercial projects.

## COMPANY MISSION

To help our clients design and build better communities by simplifying the selection and supply of surface materials on commercial construction projects.

## COMPANY CORE VALUES

### One Company, One Team

One culture, aligned around the same vision, living by the same values. We rely on one another to execute consistently, openly communicate, and own the results to make each project successful.

### Client-First

We're a service company that happens to sell products. How we apply good judgment and problem-solving to help clients achieve the best outcomes sets us apart.

### Creativity

In a rapidly changing world, what worked yesterday may be ineffective today. We challenge the status quo, encourage innovation, utilize flexible thinking, and aspire to set new standards of how value can be offered to our clients.

### Care About Others

We recognize that successful business outcomes require successful people outcomes. Our first priority is to be people helping people.



## **LOCATION**

New York City and New Jersey

## **POSITION SUMMARY**

We are seeking an A&D Support Specialist to support the growth of our architecture and design business through relationship assistance, sample coordination, and building and growing specifications within interior design firms. This role works in close partnership with our A&D Consultant. It is an ideal opportunity for someone with a design background who is eager to develop client-facing and specification skills within the commercial design industry.

## **KEY RESPONSIBILITIES**

- Assist the A&D Consultant in managing and developing relationships with architecture and design firms, supporting product specification efforts across commercial projects.
- Develop the capability to manage a select portfolio of assigned accounts over time, with the potential to build relationships and independently identify specification opportunities.
- Handle sample logistics including pick-ups and processing incoming sample requests.
- Support the creation of interior design deliverables such as mood boards and product sourcing to assist clients in the selection process.
- Engage with design teams alongside or on behalf of the A&D Consultant to support product selection throughout the project lifecycle.
- Assist in delivering product presentations and participate in client meetings, developing presentation skills over time.
- Support the preparation and, over time, independent delivery of Continuing Education Unit (CEU) presentations for the A&D community.
- Utilize CRM tools to log account activity, track opportunities, and maintain clear communication across internal teams.
- Introduce new products, tools, and promotions to clients and assist in communicating the company's value proposition.
- Stay informed on emerging design trends, product innovations, and materials to grow technical expertise.
- Collaborate with internal product and sourcing teams to identify solutions that meet client project needs.



- Participate in industry events and networking opportunities to build brand awareness and expand relationships within the design community.

## QUALIFICATIONS

- Bachelor's degree in Interior Design, Architecture, Business, Marketing, or a related field preferred.
- 1–3 years of experience in interior design, architecture, building materials, or a client-facing role within the design industry.
- Familiarity with architecture and design firms and an understanding of the commercial project lifecycle is a plus.
- A natural interest in design, materials, and industry trends with a desire to develop deeper product expertise over time.
- Strong organizational skills with the ability to manage multiple tasks including sample requests, client follow-ups, and project support simultaneously.
- Proficiency or interest in developing skills in design tools (e.g., Adobe Creative Suite, SketchUp, AutoCAD, Revit or similar) for mood board and presentation creation.
- Comfortable using or learning account management tools to organize activity and maintain visibility across accounts.
- Strong communication and interpersonal skills with a collaborative, team-oriented approach.
- Self-motivated with an eagerness to grow into a consultative, client-facing role.

*Candidates with a background in interior design or architecture who are looking to transition into a client-facing, relationship-driven career are strongly encouraged to apply.*

