



## **Part-time Interior Decorating Assistant**

### **Job Description**

#### **Duties and Responsibilities:**

- Meets with owner to determine if there are weekly decorating project(s) specifications;
- Provides suggestions about how to accomplish the project(s);
- Once project specifications are approved, creates assigned visually appealing store display(s);
- Maintains an ongoing awareness of new merchandise timelines and consider those timelines when executing displays;
- Offers suggestions about how to incorporate new merchandise prior to its arrival;
- Restocks store displays and ensures they maintain their visual appeal;
- Provide recommendations about how to modify the store or store displays to increase interest in certain areas based on a complete understanding of design, color, texture, and scale;
- Monitors evolving/developing concepts and trends in retail design;
- Performs store recovery as assigned, and
- Other duties as assigned.

#### **Qualifications and Special Skills Required:**

- High school diploma or equivalent education preferred and 2-4 years of retail/decorating experience desired;
- Accomplishes assigned tasks to owner's specifications regardless of design principles;
- Communicates with team members, and management in a friendly, respectful, and cooperative manner;
- Ability to spend up to 100% of working time standing, walking, and moving around the store;
- Ability to regularly bend at the waist, squat, kneel, climb, carry, reach, and stoop;
- Ability to occasionally push, pull, and lift more than 50 pounds;
- Must be detail oriented, be a fast learner, be able to handle multiple tasks at one time while ensuing firm deadlines are met with a positive proactive attitude and a professional presence;
- Ability to perform in a unique & changing environment.

**Hours will vary as the store needs dictate. Scheduled hours could be a combination of hours before the store opens, after the store closes, and on days the store is closed entirely.**



**To apply:**

Please submit your resume to [kccollectionsmarketing@gmail.com](mailto:kccollectionsmarketing@gmail.com)

Or complete our online application - [Click to apply](#).

**\*\*KC Collections is a Drug Free/Smoke Free Workplace. Also, all applicants must submit to a criminal background check. This is a hourly position which does not include benefits.\*\***

This block contains the same logo as above, followed by contact information. The text is arranged as follows:

**KC COLLECTIONS**  
country home accents  
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North I-81: Exit 162, Turn Right, 3 Miles on the Right  
South I-81: Exit 167, Turn Left, 3 Miles on the Left