



Senior Decor Gallery Consultant

HALLETT HOMES · HALLETT GALLERY

Hallett Homes is an award-winning residential home builder with an incredible team, an unrivalled culture, and big plans for our future. We take pride in building well-made, elegantly crafted homes in desirable communities across the GTA area.

The Senior Décor Gallery Consultant plays a lead role in delivering a best-in-class experience for every Hallett homeowner throughout their design journey. Reporting to the Hallett Gallery Manager, this role owns the homeowner relationship from first Gallery visit through to final selections, guiding clients through their options, achieving sales targets on upgrades and selections, and ensuring every touchpoint reflects the quality Hallett Homes is known for. This is an excellent opportunity for someone who is people-driven, sales-minded, and passionate about design, with room to grow within our Hallett Gallery.

ROLES & RESPONSIBILITIES

- Own the end-to-end homeowner experience in the Hallett Gallery, from first introduction through to close of selections.
- Host Gallery appointments and design discovery hours, walking homeowners through available options and finishes.
- Complete interior colour and design selections with homeowners, including any subsequent amendments.
- Achieve individual sales targets tied to upgrades and design selections.
- Prepare for and follow up on all appointments by phone and email, ensuring a timely and professional response.
- Cultivate strong relationships with suppliers and industry partners to continuously source the latest materials, finishes, products, and design offerings, ensuring our selections reflect current trends and the highest standards of quality and innovation.

- Maintain and organize Gallery samples, displays, and materials so the space is always presentable.
- Assist with data entry and documentation, ensuring accuracy and adherence to established processes.
- Liaise regularly with the Sales, Marketing, and Production teams to keep homeowner files and schedules aligned.
- Complete weekly Décor Studio reporting.
- Support broader Gallery operations, including administrative duties as required.
- Other duties as assigned.

WHAT YOU'LL BRING

- Post-secondary education in Design, Business, or a related field, or equivalent experience.
- Minimum 2 years' experience in a similar client-facing design or sales role.
- Valid driver's licence with access to a reliable vehicle and willingness to travel between communities.
- Proficiency in MS Office; experience with Newstar/ Design Studio Manager is an asset.
- A demonstrated track record of delivering outstanding customer service.
- Strong attention to detail and the ability to produce accurate, high-quality work.
- Excellent verbal and written communication skills.
- Well organized, able to multi-task, and comfortable managing multiple homeowner files at once.
- Ability to work independently as well as part of a team.
- Availability to work weekends, as Gallery hours require.

HOW TO APPLY

If you match the criteria above, please email your resume, references, and job history to careers@halletthomes.com.

If you know someone who fits this opportunity, please pass it along — we're growing, and we'd love to meet them!

We thank all applicants for their interest; only those selected for an interview will be contacted. No phone calls, please.

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