



## Junior Designer - Residential Remodeling

**Location:** Mequon, WI

**Schedule:** Full-time, salaried

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### About Wade Design & Construction

At Wade Design & Construction, we believe every home should be as functional as it is beautiful. As a design-build remodeling firm based in Ozaukee County, we specialize in high-quality residential transformations that bring our clients' visions to life. Our team brings creativity, craftsmanship, and care to every project, helping our clients transform your home into a place that truly reflects them. Our team is collaborative, curious, and committed to excellence, with a focus on thoughtful design and clear communication.

We are looking for a Junior Designer to join our team and support the Design/Sales team. This is an **entry-level role** ideal for a recent graduate or a motivated designer with a few years of experience and with strong design skills, attention to detail, and an eagerness to grow and make impact in a fast-paced design-build environment.

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### Position Summary

The Junior Designer plays a key role in supporting the design and sales process. Working under the mentorship of senior designers, you will assist in developing design concepts, coordinating selections, and preparing detailed project documentation. You'll also help create visual presentations, maintain accurate project records, and support communication across teams.

This position is designed for growth: while you will not be responsible for direct sales, you will gain exposure to the client-facing side of design-build through observation and preparation, building a strong foundation for your future career.

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### Responsibilities

#### Design Support

- Assist in developing design concepts under the supervision of senior team members
- Learn and apply SketchUp to create construction drawings and 3D renderings; complete redlines as needed
- Prepare and maintain material selection sheets, budgets, and specification documents
- Compile design-to-production hand-off packets for the Production Team
- Support the creation of visual presentations for client meetings
- Attend site visits and design meetings as needed

### **Project & Team Coordination**

- Keep design files, project binders, and SmartSheet records accurate and up to date
  - Track vendor orders and confirm details with subcontractors and suppliers
  - Assist in preparing proposals, change orders, and other project-related documents
  - Support internal scheduling and communication related to design milestones
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### **Qualifications**

- Bachelor's degree in Architecture, with working experience a plus. We will also consider candidates with up to 5 years of experience.
  - Willingness to learn SketchUp; familiarity with Photoshop or other rendering programs is a plus
  - Strong organizational skills and attention to detail
  - Excellent communication skills, both written and verbal
  - Comfort with client-facing work through observation and support, with a willingness to grow presentation skills over time
  - Ability to manage multiple tasks and deadlines
  - Creative problem solver with a collaborative mindset
  - Prior internship or experience in residential design and/or construction is very helpful, but not required
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### **What We Offer**

- Mentorship and training from experienced designers and project managers
- Hands-on experience in the full design-build process, from concept to construction

- Opportunities to observe and participate in client presentations
  - Exposure to high-quality residential remodeling projects
  - Professional development and career growth within the company
  - Collaborative team environment built on trust, curiosity, and craftsmanship
  - Paid time off and holidays give you the space to rest, celebrate, and stay connected to what matters most
  - When the team reaches its goals, everyone shares in the reward through performance-based bonuses
  - Health, dental, and vision insurance - paid 100% for the employee
  - After your first year, you can take part in our Simple IRA retirement plan
  - From casual gatherings to planned outings, we host team-building events that bring us together and strengthen our culture
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## Probationary Period & Reviews

The Junior Designer position includes a **6-month probationary period** during which performance, communication, and alignment with company values will be reviewed. After successful completion, the role continues as a full-time position with formal reviews conducted **quarterly** to support growth and development within the company.

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## Our Core Values in Action

- **Always curious:** Stay eager to learn new design tools, trends, and techniques.
  - **Exceptional design for life:** Create thoughtful spaces that improve how our clients live every day.
  - **Cultivate community:** Collaborate with teammates, clients, and trade partners with respect and openness.
  - **Hunger for excellence:** Hold yourself to a high standard of accuracy, creativity, and follow-through.
  - **Communicate with clarity:** Share design ideas, updates, and changes in a way that keeps everyone aligned.
  - **Strive for simplicity:** Streamline processes and details to keep projects moving smoothly.
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