Interior Designer – Maternity Leave

Genesis Builders Group – Calgary, AB

OCTOBER 2026

GENESIS

Creating tomorrows

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award-winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title:	*Interior Designer (Maternity Leave)*
Reports To:	*Director of Operations*
Job Type:	*Full time, Temporary (February 2027 – February 2028) with the possibility of becoming a permanent position*
Location:	*Calgary, AB*

The Interior Designer is an important member of the Genesis Design Centre Team within Contracts and Procurement Department. The successful candidate must be a professional and knowledgeable consultant that guides our Homeowners through selections process, analyses and arranges selections information and communicates important information within and outside of Genesis. In addition, the successful candidate must have training and a passion for interior design, is highly motivated, friendly, and well organized.

Role Responsibilities

- Compile information pertaining to job files in advance of meeting with Home Owners.
- Meet with Home Owners at the Design Studio to complete all selections of finishes and attributes within a home. Compile "mood boards" to represent selected items.
- Work with Sales Staff to determine the appropriate interior selections for Spec Homes.
- Enter all selections into the in-house Software System (Hyphen Homefront) complete with necessary charges, quantities, locations and supporting information.
- Review selections with Home Owners and make any required revisions upon obtaining Management approval.
- Attend Site Meetings with Construction Staff, Sales Staff and Home Owners to provide clarity on selections made to date and expedite any necessary changes via Change Request.
- Draft and revise Change Requests as needed according to Customer needs. Liaise with Estimating Staff to facilitate pricing of selected and requested items.

- Prior to inspection by the Construction Department, complete a thorough review of all installed selections to ensure compliance with the approved selections. Notify Construction of any concerns.
- Enter selections for all Spec Homes based on the direction provided by the Selections Supervisor and Sales.
- Communicate with Trade Partners to determine the characteristics and colours of materials and transfer them to Home Buyers. Book Trade Meeting with Home Owners where needed at off-site Design Studio spaces.
- Other tasks as assigned.

Competencies and Skills Required:

- Diploma and/or bachelor's degree is required.
- Minimum of 2 years of work experience as an Interior Designer in residential home building.
- Proficiency in design software.
- Self-starter with proven time management skills, good attention to detail and problem solving skills.
- Ability to work independently, within a team, and willing to learn.
- Creative and good sketching abilities
- Excellent written and verbal communication skills.

Working Conditions

- This position works regular office hours i.e., Monday - Thursday 8:00 am to 5:00pm and Friday from 8:00 am to 3:00 pm. Calgary/Airdrie and surrounding area.

All interested and qualified applicants please apply by sending your resume to **Human Resources Department** at **careers@genesisbuilds.com** with the subject line "**Interior Designer – Maternity Leave**".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.