
Health Care Interiors

Window Treatment Expert Job Description



We are always looking for experienced window treatment experts. We are a leading manufacturer of privacy curtains, window treatments, and bedspreads for the healthcare industry.

Contact: Marisol (bilingual), marisol@hcinteriors.com, 214-350-0468

Location: Carrollton, TX, near 35E and 635. Working from out of town is a possibility for the right candidate.

Hours: Regular business hours, Monday-Friday, 40 hours/week.

Wage: Negotiable, depending on experience.

Language: Bilingual (English / Spanish) a plus, but not required.

The responsibilities of the position focus on window treatment expertise and will encompass a variety of duties, including:

- Provide quotes to our clients based on their written requests
- Prepare window treatment work orders for our production team so that products can be manufactured accurately and as specified
- Consult with clients and field installers by email and phone to clarify intent and decide appropriate outcomes
- Answer questions and problem solve for unusual fabrication situations
- Develop & document fabrication standards, which would lead to training content for seamstresses and also improvements to our custom software

We are looking for an individual with 5+ years of experience in draperies, valances, cornice boards, blinds and shades, and installation as well as:

- Ability to read and properly interpret specifications, architectural plans, quotes, and field measurements
- Strong written and verbal communication skills and attention to detail
- Ability to fabricate products if highly-custom and a template is needed for the production team to follow
- Experience with bedspreads and cubicle curtains a plus

Please do not apply unless you share our Core Values. Our team members:

Health Care Interiors
www.hcinteriors.com

Phone: (800) 350-3533 • Fax: (214) 350-8973 • info@hcinteriors.com

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1. Care for our customers
2. Are accurate and thorough
3. Work hard and be dependable
4. Eagerly learn and teach
5. Contribute to a positive work environment
6. Treat everyone with respect