



Job Title: Junior Dealer Designer

Reports To: Manager – Design

Prepared Date: March 2019

SUMMARY

You're a unique combination: the heart of a designer and the mind of a technician.

So many jobs offer you the chance to apply your talents in one or the other. Wouldn't it be wonderful to find a job where you can exercise your full range of skills?

Now imagine that job also offered career growth, a vibrant work culture, and a purpose that makes the world better. We are [Contemporary Office Interiors](#), and this is where you belong.

As a privately-owned Herman Miller certified dealer, we prioritize people, productivity and value to create more than a place to work— we create a space to succeed.

Our passion is creating a better world for all of us. We work for the health and wellbeing of our customers, our employees, the environment, and the community. We do all this by providing furnishings and related services that improve the human experience, wherever people work, heal, learn, and live. In the end, the solutions we invent help our customers' organizations (and our own) perform better.

We're looking to hire a production designer to add to our design team, and we hope our search ends with you.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Functional duties:

1. Design Process

- Review/define scope of work related to new projects
- Attend client planning meetings; or get briefed by Sales person or Project Manager on critical meeting information (may present plans and information to client for review and approvals)
- Review site, conduct field measurements, and plan-to-site adherence checks
- Inventory existing product; produce as-built drawings/specifications
- Conduct in-depth programming, interview customers/end users, research workplace requirements, analyze space/furniture needs
- Develop and present block and space plans; gain customer approval
- Develop finished working drawing for specification and installation; validate plans against construction, electrical engineering, and A&D drawing sets; gain customer approval
- Develop product specifications; submit projects to design partner for double-check
- Double check specifications against plans; get specification order-entry ready; procure sales sign-off and double check of specifications against plans
- Continuous learning to ensure we are the knowledge experts on all new products/applications
- Responsible for local Color, Materials and Finish Library (CMF).



2. Departmental Practices

- Assist in the writing and presentation of design proposals and contracts to customers
- Maintain detailed and extensive project documentation, including records of all key decisions, phone conversations, approvals and sign-offs, and notes from all project planning meetings (original copies to be scanned into project folder)
- Communicate regularly to Sales regarding design project status
- Maintain and improve drawing standards and efficiencies

3. Coordination / Planning

- Effectively interfaces and interacts with sales and operations to develop and maintain the highest quality of service to customers
- Corresponds with client's consultants, Architect, Designer, Engineer and contractors as required.
- Attends installation kick-off meeting with internal Project Manager and Sales Representative

4. Training

- Company Policies
- Design process training with local Senior designer(s)
- Herman Miller on-line product training
- Periodically accompany installation crews to site installations for on-hand training

Software requirements:

Must be proficient in all programs listed below within 3 months and remain current with periodical upgrading/training.

- AutoCAD 2013
- Microsoft Office- outlook, word and excel
- 20-20 Cap Studio

Programs that will be required to learn within a 6 month period (Proprietary Herman Miller Software)

- CET Designer
- Spec-It
- Z-axis – general navigation/use as this software has been sunset

Technical skills:

- Strong knowledge of interior design/architectural field and current practices
- Understanding of workplace environment issues (ergonomics, technology integration, teaming, alternative office, etc.)
- Working knowledge of company's contract furniture lines, including features/benefits, pricing, application and assembly, specification options and nomenclature, etc.
- Working knowledge of applicable building codes, ADA (Barrier Free) regulations, etc.
- Understanding of contract furniture processes, including order preparation, project management, order management, and delivery/installation



Behavioral and Non-technical skills required:

- Conduct responsible interfaces with: Client, Contractor, Subcontract trades, Clients A&D firm, Electrician, Clients IT group, etc.
- Conduct responsible interfaces with: Project Coordinators and Operations/Installation groups
- Interpersonal and communication skills to interact effectively with a wide range of people both within and outside the company
- Strong organizational and administrative skills
- Good oral and written communication abilities
- High level attention to detail
- Demonstrate commitment to professionalism, integrity and sound judgment in business transactions, and provide the highest level of customer satisfaction

Education and/or Experience

- Minimum 1 to 5 years' experience in an office furniture dealer or manufacturer with technical systems furniture planning, application and knowledge
- Solid understanding of interior commercial construction, architecture and design, real estate and contract furnishings or healthcare
- Strong knowledge and understanding of commercial and/or healthcare technical design trends
- Working knowledge or familiarity of Provincial Building Code