



Job Title: Interior Design Intern
Department: Furniture
Status: Part Time/Non-Exempt
Reports To: Furniture Manager

As an Innovative Office Solutions furniture design intern, you are at the heart of our value proposition. Our customers need your creativity, your unique way of solving problems, your ability to persuade them toward the most beneficial solution and your fluency in the technology that makes solutions come to life. Your projects will progress through three distinct phases.

Essential Functions:

- Discovery | Work with Furniture Designers to:
 - Help fellow designers maintain the design library & stock appropriate tools. Order samples as necessary.
 - Build and maintain working relationships with vendors and vendor representatives
- Solutions | Work with Furniture Designers to:
 - Problem solving through design and product selection
 - Design and space planning
 - Create Customer Presentation using InDesign software
 - Keep open lines of communication with Account Executives to ensure project success
 - Prepare drawings and specifications
 - Prepare project renderings
 - Obtain installation quotes as needed
- Selection | Work with Furniture Designers to:
 - Prepare RFP response documentation
 - Prepare final pricing with the design team
 - Working knowledge of MBS-Dev to be able to import XML file and verify accuracy.
- Project Execution | Work with Furniture Designers to:
 - Prepare installation documents
 - Follow protocol for file management
- Team Work | Work with Furniture Designers to:
 - Openly exchange ideas and opinions with co-workers and ask for help when needed
 - Work with walk-ins to select furniture.
 - Work inventory into furniture proposals whenever possible
 - Prioritize work load and have a customer first attitude
 - Maintain a positive attitude and overall communication
 - Other Duties As Assigned



Qualifications a plus:

- Knowledge and aptitude for computer systems including:
 - AutoCad
 - InDesign
- Preferred knowledge and preferred for computer systems including:
 - MBS-Dev or company ERP systems
 - CAP / Worksheet / 2020
 - Visual Impressions
- Ability to work independently and in a collaborative, team environment.
- Work well under pressure and achieve deadlines.
- Have problem solving abilities.
- Ability to record and work with detailed information accurately.
- Have strong persuasive and interpersonal skills.
- Ability to communicate both written and orally.
- Must be reliable and prompt.
- Must be computer literate.

To apply for this position, click on:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=adphr&jobId=12163&lang=en_US&source=CC2

Equal Employment Opportunity

10/2016