



Job Title: Interior Designer
Department: Furniture
Status: Full Time / Exempt
Reports To: Furniture Manager

As an Innovative Office Solutions furniture interior designer, 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 Account Executives to sell smaller jobs or work as a part of larger team with Furniture Specialist & others on bigger, more complex jobs.
 - Encourage Account Executive use of work orders
 - Assist Account Executives in appointments and tours
 - Assist Account Executives as needed with site measurement and inventories
 - Articulate the benefits of using one product over another. Be able to apply this knowledge to solve problems.
 - Budget pricing
 - 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:**
 - 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
 - Drawings and specifications
 - Project Renderings
 - Obtain installation quotes as needed
 - Navigate contracts to quote the best available pricing to the customer.
- **Selection:**
 - RFP response documentation
 - Final Pricing
 - Working knowledge of MBS-Dev to be able to import XML file and verify accuracy.
 - Installation documents
 - File completed projects
- **Team Work:**
 - 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

Minimum Qualifications:

- Knowledge and aptitude for computer systems including:
 - MBS-Dev
 - Microsoft Office Products
 - AutoCad
 - CAP / Worksheet / 2020
 - Visual Impressionsmark
 - InDesign
- 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.

The Innovative Brand Promise

Expect Response
Expect Reduction
Expect Relief

The Innovative Core Values

Keep It Simple
Own It!
Learn—Teach—Grow
Be Honest and Humble
Just Communicate
Inspire Smiles
Be Involved

To apply, please click here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=215c6908-3830-45be-8209-56a55ae75900&jobId=264412&lang=en_US&source=CC3&cclId=19000101_000001

Equal Employment Opportunity

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