



## **JOB POSTING: DESIGNER – HERMAN MILLER FURNITURE DEALER**

Join a company creating great places to work for its customers and its employees!

OfficeWorks is one of the most successful Herman Miller Office Furniture Dealers in the country having been recognized as a platinum level dealer. Located in Fishers, Indiana, we have been in business as a minority owned company for 37 years.

We need to add to our design team and are searching for someone who can meet the following criteria:

### **Responsibilities:**

- Participates as needed in the programming process to evaluate client needs and determine scope of services required.
- Performs design services as requested.
- Produces accurate, on-time drawings and specifications.
- Attend client meetings to discuss project parameters.
- Reviews all drawings, samples and related information with sales prior to client meetings. Makes changes in the material as necessary.
- Verification of space prior to order entry when required.
- Generate accurate specifications with all needed finishes, fabrics, discounting, etc. applied
- Finalizes and generates copies of all necessary drawings required for installation.
- Organizes drawings to ensure they are reference ready at all times.
- Coordinates installations with Project Coordinators.
- Maintains up-to-date and accurate design hour records according to department standards.
- Stays current on design trends and current manufacturers' products.
- Ability to attend IIDA meetings and become involved in the design community
- Good planning and organizational skills to work in a fast-paced environment.
- Excellent oral and written communication skills.
- Handle pressure, multi-task, and work extended hours in order to meet altered timelines.

### **Knowledge Skills Abilities**

Knowledge of Microsoft Office; specifically, Word, Excel, Outlook and PowerPoint. Proficiency in AutoCAD. CAP and CET knowledge is a plus. Knowledge of industry standards and building codes. Ability to learn additional software programs that may be required by the company and/or its manufacturers.

### **Education**

Bachelor degree in Interior Design