

Facility Designer

Carson Design Associates is seeking a Designer to join our Facility Design Team in Indianapolis, Indiana. The ideal candidate will have experience in Space Planning and Systems Furniture Specifications; be a positive, dynamic and proactive individual, who possesses strong technical, interpersonal and communication skills.

To be successful in this role you'll need the following qualities:

- Critical thinker - able to look at big picture and plot out how to get from point A to point Z
- Creative thinker - able to look outside the box for different solutions in everything from the initial planning phase to addressing issues in the field on the fly
- Good communication skills - doesn't let personal misgivings get in the way when working with others and isn't afraid to bring up questions or concerns
- Team player - enjoys being part of a team, flexible, able to give and take criticism effectively, able to teach and be taught

The day-to-day role will require the following skills and experience:

- Interpret and evaluate client requirements through direct client interaction
- Systems furniture knowledge including specifications & planning
- Ability to carry out tasks without direct supervision
- Maintain schedule internally and externally
- Coordinate with consultants and teammates throughout project
- Awareness of current building codes and ADA
- Maintain up to date knowledge of products and materials available in the market
- Planning and Coordination of Move Process
- Attention to detail and quality control important to role
- Working with data/numbers and spreadsheets for metrics reporting and tracking spreadsheets
- Creating templates and reference materials for role related tasks

Requirements:

- Bachelor's degree from an accredited program or equivalent experience
- 2 years+ experience
- Familiarity/experience with AutoCAD & CET (furniture specification software)
- Proficient with Microsoft Office (emphasis on Excel & PowerPoint)

If you like process and developing/changing processes as they evolve over time, and you are not afraid to try new things and jump in and take the reins then this could be your next career move.

Please submit resume to CARSON DESIGN ASSOCIATES at networking@carsondesign.com

Opening is for fulltime position with benefits