



IDO INCORPORATED  
COMMERCIAL INTERIORS

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## Design Associate - Level 2

Indianapolis, IN

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**\*\* Due to the nature of the work that we perform and the valuable clients that we serve, Proof of COVID-19 Vaccination is REQUIRED for employment\*\***

### Experience Required:

- Bachelors Degree from CIDA Accredited University or College
- 5-7 years experience
- NCIDQ Certification, desirable
- LEED or WELL Certification, desirable

### General Responsibilities:

In the area of project service delivery, a Level 2 Design Associate is responsible for all assigned project activity. Other primary responsibilities specific to this role include:

1. **Overall project involvement** – coordinating all phases of interior design projects, processing general facility support services activities and developing client driven reports for the *DRFM/DFS/Alliance Team*.
2. **People Development and HR Activities** –complies with all current laws, regulations and team activities. Aspires to grow to the next Design Associate Level of the organization and “co-pilots” their personal and professional development process to raise the level of their competency within the business.
3. **Strategic Initiatives** – Actively and meaningfully participates in performing the tasks and responsibilities related to the corporate strategic initiatives that moves the organization towards its long-term goals. After new business development and marketing activities have been identified, the Design Associate Level 2 will participate in processing various strategic Initiative activities.

4. **Culture** – Actively and meaningfully promotes and defends a culture that reflects the organization's values and beliefs.

### **Level 2 Task Responsibilities**

- AutoCad, Revit, CAP, Sketch up and other software support
- Must be able to develop detailed Schematic Design, Design Development and Construction Documents using AutoCAD and/or Revit
- Proficient knowledge of space planning and specifying furniture
- Effective and efficient communication skill set required, both verbal and written
- Coordinate and direct various technical teams
- Specify furniture and facility finish selections, along with a knowledge base of local material resources
- Ability to interpret local building codes
- Must be able to conduct a full inventory
- An understanding of ergonomic standards
- Responsible for vendor meetings per project demands
- Facilities Management and Move Coordination including focus on: preparation of client driven reports, execution of more complex furniture requests, reconfigurations, coordinate small move and laboratory equipment moves
- Learning the Capital Project process and writing of master specifications with guidance
- IDO Incorporated Strategic Team involvement
- Social Media

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