

The LOTH designer works directly with the Sales team and clients to oversee design projects' process. The Designer is responsible for accounts as assigned and collaborating with various departments to ensure the client's needs are developed and executed.

Daily working tasks include the responsibility of project design, working with sales and account coordination, problem solving, planning, product knowledge, collaborative efforts amongst the sales and project coordination departments and other administrative functions.

- Manage time, organization and project/process implementation with minimal supervision
- Regular client and design project responsibilities for assigned sales representatives/projects/accounts.
- Including oversight of the design process for all responsible projects.
- Plan, design, specify and furnish interiors for commercial or industrial buildings. Formulates small and or large, simple to complex designs which are practical, ergonomic, aesthetic, and conducive to the customer's needs and specifications.
- Interview and gather information with the customers and/or sales reps to determine the scope of the project, including viewing the space, gathering measurements, giving suggestions and advice to the customer.
- Evaluate the customer's specifications. Respond with sound floor plans and convert those plans into furniture specifications, finish selections, color schemes, and accessories (i.e.: lighting fixtures, hardware, appliances, etc)
- Accurately create specification quotes/orders for furniture. Import the specifications into the Workspace business system.
- Prepare and participate in presentation with customer. Can create and implement proposals/marketing presentations.
- Create punch list as it pertains to the layouts.
- Review the specifications for personal projects and for other designers for accuracy.
- Interaction with Sales Rep/Furniture Specialist to receive project direction and interact with Sales Support to coordinate presentation materials.
- Interaction with Vendors on product training and new product additions, lunch and learns. Also with Contract Librarian to maintain resource library and A&D firms to coordinate their direction with furniture specifications.
- Maximize manufacturers that provide CAD and computer generated proposals

Skills

- Ability to interact with clients in a positive and professional manner
- Ability to work with minimal supervision
- Requires a strong competitive drive to beat competitors and show the value that LOTH brings
- Excellent detail, organizational, and time management skills
- Ability to prioritize and manage multiple tasks at one time
- Successful candidate will represent LOTH and continue to train in order to develop an extensive knowledge of product offerings
- Maintain a high working standard with a customer focus
- Works well under stress while providing innovative design to customers
- Capable of working on multiple projects at any time providing a 2-4 day turn around
- Capable of value engineering products to reduce customer costs
- Ability to merge existing furniture with new furniture as required by customers

Required Background:

- Bachelor's degree in Interior Design
- Knowledge in specification software preferred: Sketch up, Cap 20/20, AutoCAD, and Microsoft products