

DESIGNER

TotalOffice Interiors, an established greater Boston contract furniture dealership, is seeking a Designer with an interior design background and previous design experience within the industry. This individual will support the Design Department through programming, design, proposal completion, and client meetings. The Designer will take an active role in the entire process beginning with initial meetings and preliminary designs, to a successful project completion.

Responsibilities:

- Produce and finalize all stages of a project including: initial design, furniture space planning and test-fits, finish specification, pricing proposals, and installation drawings
- Develop & coordinate proposed project designs and architectural plans; verifying that design standards and codes have been met; consult & review with manager throughout the process
- Consult with clients, vendors, architects & designers, and the internal TotalOffice project team.
- Main liaison with client, project, and internal team. Effectively manage client expectations, goals, schedule, and budget relating to furniture scope
- Successfully collaborate with VP of Design, Account Manager, Project Manager & Coordinator as required on each project
- Assist with promotional and networking events, represent TotalOffice in the industry through outreach and events; continually market the products & services offered by TotalOffice

Qualifications:

- Bachelor's degree in Interior Design
- Experience in furniture or A&D community a plus
- High attention to detail; ability to manage & prioritize multiple projects
- Team player; Self-motivated and able to take initiative
- Highly developed communication skills; very comfortable presenting ideas in large group or individual settings
- Superior computer skills – including AutoCAD, rendering software, Microsoft Office Suite, and Adobe Creative Suite

Benefits: Salary + Bonus Plan, Medical, Vacation, 401-K

TotalOffice operates as a highly collaborative, fast paced and cohesive team. Each member brings a high level of expertise and pride to their role and to every client experience. If you are the candidate we're looking for, please send your resume to: info@toi-inc.com