

INTERIOR DESIGNER

TotalOffice Interiors, a fast-growing Boston based office furniture dealership, is seeking a **Designer** with an interior design background and experience within the industry. This individual will support the Design Department with programming, design, proposal completion, while working extensively with the client throughout the project process.

Responsibilities:

- Produce and finalize all project requirements including test-fits, furniture space planning & specifications, finish selections, proposal development and installation drawings.
- Coordinate designs with architectural plans; verifying design standards and codes are met.
- Main liaison between clients, vendors, architects, designers and the TotalOffice project team.
- Effectively manage client expectations, goals, schedule, and budget relating to furniture scope.
- When required, represent TotalOffice through outreach and industry events, while continually marketing the products & services offered by TotalOffice.

Qualifications:

- Bachelor's degree in Interior Design.
- Experience in furniture and 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 various settings.
- Superior computer skills – CET, AutoCAD, rendering software, Microsoft Office Suite, Adobe Creative.

Offering above market compensation plan & benefits

TotalOffice operates as a fast paced and cohesive team. Each member brings a high level of expertise and pride to their role, applying it to every client experience. If you are the right candidate, please send resume to: cbassett@toi-inc.com