



SENIOR DESIGNER & PROJECT MANAGER – JOB QUALIFICATIONS MAY 2020

Louer Facility Planning, Inc. seeks an individual for a full time **Senior Designer / Project Manager Position**.

You can find more information about our firm by visiting our website at www.louerplan.com

The ideal candidate to join Louer Facility Planning, Inc. for this position will:

- ◆ Have 5+ years of experience working in the commercial furniture industry, preferably for a furniture dealership, and with extensive systems furniture experience.
- ◆ Have an undergraduate degree in interior design from a CIDA accredited institution.
- ◆ Possess strong skills in space planning and documentation using AutoCAD.
- ◆ Have experience in specifying furniture, in particular systems, pricing and ordering.
- ◆ Have experience with furniture specification software (Project Matrix or CAP).
- ◆ Have experience in rendering with 3D programs (SketchUp, CET Designer).
- ◆ Have strong experience with Microsoft Office programs, Excel, Word & PowerPoint, in particular.
- ◆ Possess excellent verbal and written communication skills.
- ◆ Be extremely attentive to details.
- ◆ Be enthusiastic and creative.

This person will be responsible for the following:

- ◆ Oversight and management of design team's workload to ensure timely turnaround of project deliverables.
- ◆ Quality control for all projects to ensure accuracy in product specifications & proposals.
- ◆ Meeting with clients to gather information to develop design and furniture solutions. Preparing furniture layouts and accurate product specifications.
- ◆ Preparing estimates, quotes and proposals for products and design services.
- ◆ Selecting appropriate finishes, creating presentations using a variety of media, 3D renderings & other visual aids for client presentations.
- ◆ Management of projects in all phases, from initial concept development through order and installation. (Including: ordering furniture, checking acknowledgements, creating and tracking project schedules, writing subcontracts, planning and managing installations).

Additional certifications that would be advantageous:

- ◆ NCIDQ
- ◆ LEED AP

Provide a cover letter stating why you believe you would be a good fit for this position and your desired salary level. Email your cover letter and resume to actionline@louerplan.com