

# WITTIGS

A BETTER WORKPLACE STARTS HERE

**Job Title:** Designer

**Exempt:** No

**Job Type:** Salary non-exempt, Full-Time, 40 Hours

**Reports to:** Principal

## **Basic Function:**

Provides design services to dealership customers, including site/inventory verifications, programming, space planning, renderings, typical development, color boards, working/installation drawings, specifications and site-to-plan review. Works closely with dealership sales, order entry, project management and installation groups, as well as customers, to ensure accurate plans and specifications, conformance to client's requirements, customer satisfaction and high quality project implementation.

## **Specific Responsibilities and Duties:**

### **Design Process**

- Attends client planning meetings; presents plans and information to customer for review and approvals
- Reviews site; conducts field measurements and plan-to-site adherence checks
- Inventories existing product; produces as-built drawings/specifications
- Conducts in-depth programming and produces program report; interviews customer/end users, researches workplace requirements, analyzes space/furniture needs
- Develops and presents block and space plans; gains customer approvals
- Develops and presents color/finish boards and selections; gains customer approvals
- Develops finished working drawings for specification and installation; validates plans against construction, electrical engineering and A&D drawing sets; gains customer approvals
- Develops product specifications; double-checks specifications against plans; gets specifications order-entry ready using an electronic specification program preferably
- Manages changes and revisions
- Conducts field and punch-list review with project managers and/or installation group

### **Departmental Practices**

- Estimates design project time; maintains detailed daily time sheets; manages actual time against project estimates
- Assists in the writing and presentation of design proposals and contracts to customers
- Maintains detailed and extensive project documentation, including records of all key decisions, phone conversations, approvals and sign-offs, and notes from all project planning meetings
- Manages adherence to project schedule, internal dealership budget, customer's project budget, design task completions and quality of design work
- Communicates regularly to customer and dealership re: design project status
- Is responsible for invoice/billing management of projects assigned
- Does plotting, printing, color boards, etc. for client and dealership transmittals

### **Coordination/Planning**

- Coordinates phone, data, and computer network planning interface with electrician, customer's IT group/personnel and outside cabling vendors
- Conducts pre-installation meetings with installation group/leads; collects and transmits installation/project work order information to order entry and operations group
- Ensures complete and accurate transmittal of project planning data to order entry/management, project management and installation groups

### **Organizational Interfaces**

- Conducts responsible interfaces with: client, contractor and subcontractor trades, client's A&D firm, electrician, client's IT group, etc.
- Conducts responsible interfaces with: dealership sales, project management, customer service/project coordinator and operations/installation groups

### **Contract Furniture/Design Industry Knowledge**

- Is a licensed Interior Designer, with current state registration?
- Has strong knowledge of interior design field and current practices
- Understands workplace environment issues (ergonomics, technology integration, teaming, alternative officing, etc.)
- Has a working knowledge of the dealership's contract furniture lines, including features/benefits, pricing, application and assembly, specification options and nomenclature, etc.
- Has a working knowledge of applicable building codes, ADA regulations, National Electrical

Code, LEED etc.

- Understands contract furniture processes, including order preparation, project management, order management and delivery/installation

#### **Goals and Performance Expectations**

- Provides timely reporting on design forecasts and administration data as required by Wittigs management or agreed on in support of our clients.
- Participates in special business programs, meetings and associations sponsored by the dealership or in conjunction with the dealership's designated furniture manufacturers; attends training and developmental sessions as determined by the dealership.

#### **Process, Quality and Customer Satisfaction**

- Ensures standards of performance are met for all customer work activities
- Ensures documentation and design standards are maintained for all account activities; ensures dealership process and procedures are followed

#### **Qualifications:**

#### **Education and Experience**

- Bachelor's Degree in Interior Design
- 2-5 years experience
- NCIDQ Interior Designer, registered in the State of Texas (TBAE) is a plus
- Educational and Healthcare experience strongly preferred
- Excellent communication skills, must be able to present design concepts to clients
- Proficient in Revit, Sketchup + Vray, AutoCAD, Adobe Photoshop, Adobe InDesign
- Interior finish materials selections, specification, production of finish material boards
- Space planning, knowledge of codes, understanding of mechanical systems,
- Construction documentation production, construction administration, review of submittals
- Strong devotion to customer service. Ability to work well under pressure, juggle and prioritize multiple projects and adjust work accordingly, often against tight deadlines

#### **Key Skills and Competencies**

- Have good listening skills to ensure instructions are comprehended fully.
- Have good taste of style and designs.

- Strong creative ability with wide imagination to experiment things.
- Ability to draw and sketch with the hands.
- Have good temperament to deal with client's persistence and dissatisfaction.

Equal Employment Opportunity Policy (EEO) Wittigs Office Interiors, Inc. and GENOA AWM, Inc. provide equal employment opportunities to all employees and applicants in all company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

Wittigs Office Interiors, Inc. and GENOA AWM, Inc. also participates in the E-Verify program. See <https://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf> and [https://www.e-verify.gov/sites/default/files/everify/posters/IER\\_RighttoWorkPoster.pdf](https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf)