

**Project Designer**

**Job Summary**

Premier Herman Miller office furniture dealership is looking for exceptional Project Designers to join our remarkable team in Carrollton, TX. The Project Designer will be responsible for providing quality design work to sales consultants in a timely manner, while ensuring a high level of customer satisfaction. This position will report to the Design Manager and may support both commercial and healthcare products.

**Essential Duties and Responsibilities**

* May attend initial client meeting with salesperson to gather programming data;
* Provide assistance in the development of sales strategy as appropriate;
* Develop block plans, layouts and specifications and check all plans for design integrity, completeness, and compliance with CAD/ADA requirements;
* Create presentation boards and/or sales tools when needed;
* In conjunction with the sales, project management, and customer engagement teams, develop project schedule and installation sequence;
* Maintain contact with clients during critical phases of each job, including site visits as appropriate;
* Assist sales with finish selections and client presentations;
* Participate in reviewing post occupancy evaluation and punch list; and
* Maintain current knowledge of the industry, products, methods, and promotional strategies, as well as trends in design.

**Position Requirements**

* Bachelor’s degree in Interior Design, plus at least 3-5 years’ design experience required
* Experience with space planning and AutoCAD required
* Systems furniture experience required, preferably for commercial and healthcare clients
* Office furniture dealership experience strongly preferred
* NCIDQ and/or Herman Miller PEAK certification helpful
* Organizational and prioritization skills to handle multiple projects simultaneously
* A consistent, systematic approach to design with a strong and proven attention to detail and accuracy
* Flexible, with effective problem-solving skills
* Strong interpersonal and communications skills and ability to work independently
* Demonstrated commitment to professionalism, integrity, and sound judgment