

## **A + D Representative (Commercial Furniture)**

Job Type: Full Time

Location: Onsite

Interior Resources Group is currently seeking an Architecture and Design Representative to help inform and educate design professionals of all types (i.e., architects, engineers, designers, brokers, etc.) about Interior Resources Group, our services, capabilities, and product offerings. This role will be responsible for leading the development of new project opportunities utilizing presentations, campaigns, networking, and other tools such as specification assistance to help educate design professionals and other industry professionals.

The A + D Representative reports directly to the President and is required to work on multiple assignments, with overlapping schedules, and must have the ability to multitask.

### **Key responsibilities of this position include the following:**

- Serve as a point of contact between the A+D community and Interior Resources Group.
- Work with Design Professionals to position Interior Resources Group as their selected Commercial Furniture Dealership for product specifications and services.
- Identify and target design firms or other entities who do not currently utilize Interior Resources Group as a selected furniture dealership for current/future projects and build relationships.
- Provide support and keep design firms and design professionals up to date by conducting lunch and learns, coordinating CEUs, events, and presentations.
- Participate in industry-related events and organizations, including networking opportunities, trade shows, happy hours, etc.
- Collaborate with Interior Resources Team in establishing project scope, plans, and furniture specifications for projects given by design firms or design professionals.
- Participate in regular team meetings and training.
- Other responsibilities as assigned by management.

### **Our ideal candidate will have the following qualifications:**

- At least 2 years of experience in the commercial furniture industry or a commercial interior design degree is preferred.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Comfortable presenting in front of small and large groups.
- Comfortable networking and serving as a liaison between Interior Resources Group and the A+D community.
- Excellent verbal and written communication skills.
- Demonstrated ability to build and maintain internal and external partnerships.

### **REQUIRED QUALIFICATIONS**

The following criteria are considered the minimum required qualifications for the position:

- Must have reliable transportation.
- Communication - The ability to communicate clearly both verbally and in writing.
- Comprehension - The ability to listen and understand information and ideas presented verbally and in writing.

- Attention to Detail – The ability to enter, transcribe, record, store, and maintain data accurately.
- Computer Proficiency – Effectively use computers and computer systems (must be Microsoft Office proficient) to enter data and process information.
- Organizational skills with the ability to manage multiple priorities under deadlines.
- Minimum of a high school education, bachelor's degree, or some college preferred.

**Company Benefits:**

- Competitive salary
- Paid vacation, holidays, and maternity
- 401K
- Medical Insurance
- And MORE!

Inquire today about joining our growing team. Send your resume to [\*\*jobs@irgroupdfw.com\*\*](mailto:jobs@irgroupdfw.com).