

Design Manager (Workplace)

Job Type: Full Time

Location: Onsite

Interior Resources Group is seeking an experienced working Design Manager (Workplace) to join our team. As an award-winning furniture dealership and Dallas-Fort Worth's Kimball International Select Pro dealer, our company works with various clients, ranging from local businesses to some of the largest companies globally.

The Design Manager reports directly to the President and is required to work on multiple assignments while also leading our design department.

Key responsibilities of this position include the following:

- Creating, enhancing, and implementing design protocols and procedures.
- Assisting with training, product knowledge, and software education.
- Collaborating with the leadership team to provide best overall practices and strategy.
- Working with the sales team and end users to determine factors affecting the planning of their workspace based on preferences, purpose, and function.
- Manage space planning, layout, and utilization of furnishings, both new and existing, and finish and color coordination.
- Generate detailed product specifications, product renderings, and presentation materials to assist in the sales process.
- Must have working knowledge and experience designing commercial furniture.
- Must be proficient in CET and capable of educating and training others, as well as a working knowledge of Microsoft Office programs. Adobe Photoshop is a plus.
- A degree in Interior Design from an accredited University is preferred.
- Must have reliable transportation and the ability to visit job sites when needed.
- Must be detail-oriented and be able to thrive in a fast-paced work environment with multiple deadlines.
- Must have a positive attitude, a strong work ethic, and be self-motivated. Strong communication skills, both verbal and written, are mandatory.
- Working knowledge of accessibility codes.
- Exceptional customer service skills.
- Must have basic concepts of algebra and geometry to calculate figures and amounts such as discounts, proportions, and percentages.
- Reasoning ability to define problems, collect data, establish facts, and draw valid conclusions.

Our ideal candidate will have the following qualifications:

- At least 3+ years' experience in interior design in the commercial furniture industry.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Proficiency in CET is a MUST.

- Proficiency in AutoCAD is a plus.
- Excellent verbal and written communication skills.
- Demonstrated ability to work closely with others in a highly collaborative work environment.

Our ideal candidate will have the following qualifications:

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

- Communication - The ability to communicate clearly both verbally and in writing.
- Collaboration – The ability to efficiently work with others and be a team player.
- 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 an associate degree or bachelor's degree preferred.

Company Benefits:

- Competitive salary with opportunities for growth
- Paid vacation, holidays, and maternity
- 401K + 401K Matching
- Medical Insurance
- Paid Training + Professional Development

Inquire today about joining our growing team. Send your resume to jobs@irgroupdfw.com.