

Position: Project Designer

Location: Schaumburg, IL or Indianapolis, IN

Reports to: Senior Manager, Design

Overview:

Kentwood Office Furniture is a leading provider of high-quality commercial furniture solutions, specializing in creating innovative and functional workspaces. The Project Designer will be a self-guided, results oriented team member passionate about interior design space planning and managing design production to exceed customer expectations. The Designer brings intermediate interior design from commercial or healthcare industries, progressive use of technical design software to produce creative design layouts, specify product, and configure client spaces within project scope and budget. Reporting to the Senior Manager of Design, the Project Designer will manage a range of varying complexity in project size. A successful Project Designer will ensure accuracy and quality standards throughout all project phases to maintain profitability, and customer service values.

Responsibilities

- Manage Design for mid- to large size commercial projects with minimal guidance from Senior team members;
- Develop block plans, layouts, specifications and check all plans for design integrity, completeness, and compliance with CAD/ADA requirements;
- Intermediate product knowledge for advising appropriate design solutions to meet client needs;
- Manage and track utilization of design time and resources to maintain efficient project completion;
- Create presentations and/or sales tools when needed;
- In conjunction with the Sales and Operations team, assist in project scheduling;
- Attend kick-off meetings to verify project intake forms, plan for on-site meeting
- Attend site visits as appropriate for inventory of existing furniture and field verification;
- Assist sales with finish selections and client presentations;
- Participate in reviewing punch list;
- Maintain current knowledge of the industry, products, methods, and promotional strategies, as well as trends in design.

Physical Requirements

- Moving or lifting objects up to 20 pounds
- Walking or standing for 2 hours or more at client site visits.
- Work in unfinished or building sites under construction and wear Personal Protective Equipment as required

Qualifications & Attributes

- Bachelor's degree in Interior Design or equivalent of at least 5 years design experience required
- NCIDQ certification preferred, or interest in testing certification
- Experience with space planning and AutoCAD required
- Intermediate user of Configura CET design software
- Systems furniture experience required, preferably for commercial clients
- Proficient product knowledge of multiple contract furniture manufacturers
- Organizational and prioritization skills to handle multiple projects simultaneously
- Deliver a systematic approach to design with a strong and proven attention to detail and accuracy
- Client Experience driven, ability to assist client facing presentations and support sales interactions
- Flexible, with effective problem-solving skills
- Strong interpersonal and communications skills, and ability to work independently
- Proven ability to partner with internal, cross-functional teams
- Demonstrated commitment to professionalism, integrity, and highest level of customer support

Some of our core benefits include:

- Family-orientated and entrepreneurial culture with career growth opportunities
- Flexible work hours and team-based work environment
- Excellent medical, dental, vision plans as well as short-term and long-term disability, and life insurance options at a low employee cost
- Optional healthcare savings account with annual company contribution
- Employee stock ownership plan (ESOP) and company-sponsored 401k program

Kentwood Office Furniture is renowned for creating an environment that nurtures creativity and innovative thinking. As an Employee Stock Ownership Plan (ESOP) company, every team member is not just an employee but a dedicated business owner.

Kentwood Office Furniture is an equal opportunity employer. We recruit, employ, train, compensate and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by federal, state, or local law.