



## **Company Profile:**

Urban Workplace is an authorized Teknion and Global Furniture Dealer, based in Ottawa, ON. Our main areas of expertise are Demountable Wall Systems, Large-Scale Systems Furniture Fit-ups (of New and/or Reused Product) and the ongoing sales, service and maintenance to our existing clients. Our team of professionals deliver Specification, Design/Layout, Order Management, Financial Analysis, Installation Coordination and overall Project Management to our valued clients. We believe in providing an unmatched level of service to our clients and a positive, dynamic and fulfilling workplace for our employees.

**Position: Junior/Intermediate Architectural Technologist**

## **Summary:**

The Architectural Technologist is responsible for generating drawings/specification of architectural wall products and/or systems furniture as well order placement with manufacturers.

## **Specific Tasks:**

- Generating architectural wall product and/or systems furniture drawings and component list
- Working closely with Sales & Senior Designers on a variety of projects.
- Attending client meetings to discuss requirements, specifications and timelines on an as needed basis
- Preparing and submitting quotations efficiently & accurately, while strictly adhering to standards and contractual obligations.
- Placing all wall/systems furniture orders with manufacturers & reviewing them for accuracy.
- Complete site verifications on an as needed basis.
- Generating installation packages & addressing any site questions/deficiencies in a timely manner to ensure the successful completion of the project.

## **Requirements:**

- Graduate of a recognized Architectural Technologist diploma program
- AutoCAD skills (intermediate level at minimum)
- Excellent communication skills, both written and verbal (bilingualism an asset)
- Strongly developed organizational skills
- Heightened attunement to detail and a strong work ethic
- Ability to take direction, work as a member of a team and/or independently
- Knowledge of the Ontario Building Code
- Teknion Furniture product knowledge - an asset
- Global Furniture product knowledge – an asset
- Working knowledge of Microsoft Office, 20/20 and CET Designer – an asset
- Valid Driver's License and full access to a vehicle.

### **Urban Workplace Inc.**

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