



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 Designer

Summary:

The Junior Designer is responsible for attending meetings, specification and order placement for day-to-day client requests as well as larger project activity.

Specific Tasks:

- Drawing and specifying furniture plans and typicals to support client requirements.
- Collaborating with Sales & Senior Designers on a variety of projects.
- Attending client meetings on an as-needed basis.
- Preparing and submitting quotations efficiently & accurately, while strictly adhering to standards and contractual obligations.
- Placing all furniture orders with manufacturers & reviewing them for accuracy.
- Complete site verifications of existing product on an as needed basis.
- Preparing installation packages & addressing any site questions/deficiencies in a timely manner to ensure the successful completion of the project.

Requirements:

- Bachelor's Degree in Interior Design (or equivalent)
- 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
- Comfortable working as a member of a team and independently
- Experience in office design and planning – an asset
- 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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