**JOB DESCRIPTION**

**Job Title**  Designer  
**Department**  ProView Studio

**Reports to**  Team Leader  
**Supervises**  NA

**Division**  Design  
**Job Code**  D  
**Job Grade**

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**General Objective:**

Handles design projects that involve contact with client sales staff, project managers or clients. Receives work assignments from Director for Design.

**Key Areas:**

- Accuracy (Studio)
- Communication
- Core Values
- Job Competence/Reliability
- Service Realization and Customer Service

**Duties include, but are not limited to, the following:**

- Space Planning. Designs system furniture layouts and specifies the furniture required.
- Ensures that all data specified in the worksheet is indicated in the floor plan and vice versa.
- Handles design projects that involve interfacing with client's design staff, sales staff and project managers.
- Ensures that data supplied such as field measurements and inventory of existing furniture are accurate and complete.
- Double checks or performs a self-audit of deliverables to ensure their accuracy.
- Communicates directly with clients – analyzes information received, extract necessary information, determines and communicates additional questions and required information to complete deliverables.
- Input hours worked on individual projects into department database on a daily basis, monitors estimated hours and prepares addendums when necessary.
- Completes all deliverables in adherence to departmental, client and account standards.
- Serves as mentor to other designers as determined by level of experience.
- Compliance with the Company Quality and Information Security Policy and sub-policies. Responsible for protecting information assets of the company, company assets from unauthorized disclosure, breach or loss.

**Requirements:**

- Bachelor’s degree or equivalent work experience
- 1+ year, preferably 2+ years experience in architecture, interior design or a related field
- Experience in space planning for modular furniture a plus
- Proficient in CAD
- Experience in commercial or office design is a plus
- 3D Rendering experience is a plus
- Good English communication skills, interpersonal skills and organizational skills
- Seeing, color perception, hearing/listening, clear speech, hand/finger dexterity, complex reading/writing skills, basic math, judgment/decision making, analysis, comprehension
- Strong multi-tasking skills, highly self-motivated and directed
- Team player
JOB DESCRIPTION

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<th>Department</th>
<th>Operations Proview Studio</th>
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General Objective:

Performs sales support, project management and administrative support functions for Sales and Design Teams of US-based Office Furniture dealer. Receives work assignments from the department head.

Key Core Competencies:

- Accuracy (Studio)
- Communication
- Core Values
- Job Competence/Reliability
- Service Realization and Customer Service

Duties and expectations include, but are not limited to, the following:

- Provide research, design and engineering required to produce documentation for installation or audio visual systems.
- Maintain client processes including: engineering and drawing standards, engineering procedures, product and vendor recommendation, and project lifecycle from pre-sale to close out.
- Produce design documentation for use in implementing system installations with specific detail to the mechanical and architectural features of the design and facility. Typical documentation may include; floor plans, equipment elevations, architectural and structural features, projection geometry details, schematic signal flow diagrams, detailed wiring diagrams for audio and control systems, bill of materials.
- Assist sales engineers in developing proposals and estimates for clients. Documents developed in this process include; system sketches, bills of materials, needs analysis documents.
- Perform system testing and calibration for proper performance that will include; execute documented test procedures both in house and on site, load, test and troubleshoot control programming systems, calibration of video and audio equipment to include projectors, display walls and audio matrix mixers and voice reinforcement systems, document deficiencies and verification of proper resolution.
- Participate in team based design projects and in the design review processes to ensure the quality and consistency of engineering work.
- Attend client meetings during various phases of the project. Responsibilities for these meetings may include; gathering customer requirements, presenting facility impact assessments to clients/contractors, presenting design options to clients, and train end user on complex audio visual system operation.

Requirements:

- Bachelor’s degree on Audio Visual Engineering or related experience in the field of audio visual and/or broadcast integration
- Preferably 2+ years’ experience in engineering, design and commissioning role.
- Must have current familiarity with commercial audio visual, videoconferencing and broadcast manufacturers of equipment
- Past project management, CAD and AMX and Crestron programming experience preferred. ICIA InfoComm CTS and CTS-D certifications preferred but not required.
JOB DESCRIPTION

- Proficient in MS office
- English conversational skills (exceptional a plus)
- English written communication skills (exceptional a plus)
- Strong multi-tasking skills, highly self-motivated and independent
- Good interpersonal skills
- Team player
- Must be willing to work shifting schedules