



JOB DESCRIPTION

POSITION: Senior Designer

REPORTS TO: Design Director

COMPANY SUMMARY:

BKM Total Office of Texas, L.L.C. is an innovative workplace furniture dealership in the DFW metroplex. With revenue in excess of \$40M, BKM employs 80 people in 3 locations in Dallas. Our customer base is comprised of corporate clients, higher education and healthcare. We offer a comprehensive portfolio of products and services that target these particular markets. One of those services is ReCreations, our custom furniture and millwork facility. Visit www.bkmtexas.com for more information on BKM.

GENERAL RESPONSIBILITIES:

The Senior Designer will determine the scope of a job and then provide a creative design solution to meet the customer's needs. The Senior Designer will translate customer needs into accurate drawings and specifications for the approved design solution.

ORGANIZATIONAL RESPONSIBILITIES:

1. To support Company Objectives and Principles.
2. To interact effectively with all Company employees.
3. To adhere to all Company policies and procedures.
4. To act in a professional manner.
5. To look for ways to improve organizational processes.

OPERATING RESPONSIBILITIES:

- Meet with sales and/or client to determine design scope and prepare design cost estimate per project.
- Monitor design hours and adjust design cost estimate when the scope of work changes. Inform sales/sales coordinators of change to estimate.
- Communicate design details clearly to the customer.
- Prepare drawings and specifications per customers approved plans.
- Field measure existing spaces for accuracy (when required) prior to furniture order.

- Provide thorough installation plans per the set guidelines.
- Collaborate with project management to verify specification accuracy.
- Double check specifications for accuracy.
- Provide renderings, 3D drawings or finish boards/booklets, when requested.
- Visit job sites to see the design concept through to completion.
- Log all design hours into time keeping software on a weekly basis for billing purposes.
- Collaborate with sales people on customer calls to promote BKM design services.
- Keep up with current design trends and new products to enhance personal knowledge-base and to educate teammates and customers.
- Respond to all requests for information in a timely manner.
- Meet deadlines. Plan, organize and complete work effectively and efficiently.
- Demonstrate decisiveness and accept responsibility.
- Share expertise with others. Demonstrate effective methods in problem solving.
- Provide creative solutions to each new opportunity.
- Perform other tasks as assigned

EXPERIENCE, EDUCATION AND SKILLS REQUIRED:

- Results oriented, accurate and thorough.
 - Creative and forward thinking
 - Self-motivated and well organized; able to multi-task.
 - Excellent verbal and written communication skills.
 - Positive and enthusiastic demeanor with a professional, service attitude.
 - Experience planning with contract furniture and Steelcase products preferred.
 - Work well in a fast-paced environment, meeting deadline commitments.
 - Ability to present design solutions in major presentations
 - Ability to define the scope of a project
 - Ability to assess customer needs and develop programming information.
 - Possess an awareness of applicable building codes and universal design concepts (ADA)
 - Advanced knowledge of AutoCAD systems, 20/20 (CAP)
 - Skilled in the use of CET technology
- 4 year Interior Design Degree
 - Minimum 5 years experience in the industry
 - Exposure to contract furniture dealership industry
 - Experienced in AutoCAD 2010 and CET

CONTACT:

Please submit your resume to recruiter@bkmtexas.com

