

Ancillary Furniture Guru

We need you.

Interiors projects include not just systems and office furniture, but also an array of furniture items to outfit every space. As an Ancillary Furniture Guru, you must consider every area in the project interior for intended functionality, comfort, durability, and image before recommending furniture and accessory items. Furniture style, scale, and material and finish selections must be in harmony with the project's design intent, budget, and schedule. Familiarity with the many ancillary furniture lines and the products within them requires keeping tabs on trends and issues in the industry. Mutually-respectful working relationships with local and national manufacturers are key. The result is an enviable depth of resources and an innate ability to tap them for your projects' perfect ancillary furniture solutions.

Your responsibilities:

Support dealerships as a virtual design/furniture team member with ancillary expertise.

Determine project needs and schedule, overall budget and design intent.

Establish programming requirements and perform same.

Define, manage, and control accurate furniture project budgets.

Document and distribute ancillary furniture schedules to team.

Specify custom furniture, finishes and customers own material with accuracy.

Communicate concepts to global, national, and regional clients with electronic and visual tools.

Research, specify, and present creative on-budget product solutions for client approval.

Confidently present virtually and in-person to clients/owners.

Manage multiple projects and schedules, including team schedules and tasks.

Accurately estimate and track project hours.

Embody an attitude of excellence and a growth mindset.

Our requirements:

Strong AutoCAD, project management and organizational skills.

Detailed understanding of specification and pricing processes.

Proficiency with furniture-specific software.

Comfort level working and communicating equally well with clients locally and nationally.

In-depth knowledge of relevant commercial, healthcare and higher-ed manufacturers, their product lines and relative price points.

+think outside the cube.