

Strategic Response Designer

Irvine | CA

Who We Are

At Interior Office Solutions, we're bold, we're innovative, and we work with amazing furniture and even better people. We give customers the best experience we can, and we do it in a way that helps our employees grow, succeed, and have fun.

What You'll Do

The Strategic Response Designer serves as Designer and Specifier, and interfaces with the Strategic Response Team, Workspace Consultants, and the Strategic Accounts Team on new RFP requests.

Responsibilities

Programming to Determine Clients Needs

- Conduct client needs analysis through RFP documents and bid kickoff meetings
- Design typicals for workstations, private offices, conference rooms, and ancillary areas
- Scrub RFP and consolidate clarifications for product and application concerns

Budget and Product Selection

- Collaborate with team to develop "Best Strategic Solutions" for typicals and seating
- Provide value engineering and upgrade solutions
- Estimate volumes for project to Haworth to develop SPA
- Participate in quotation requests as needed from our vendors

Design and Development of Specifications/Presentation Materials

- Develop high quality renderings and cut sheets for deliverables
- Generate Project Spec Worksheet (SIF) specifications from approved typicals
- Assist in the selection of fabrics, finishes, and coordination with building finishes
- Create and elevate bid deliverables to include interactive environments for clients such as Virtual Reality and interactive PDFs

IT'S NOT JUST ABOUT FURNITURE.

Working for Interior Office Solutions means inspiring leadership, amazing resources, and great culture

.....

To apply, email a resume and cover letter to:



tkoehler@iosinc.net

If we see a fit, we'll reach out within a week. We know applying takes time. Thank you in advance for yours.



Strategic Response Designer

Irvine | CA

Responsibilities (cont.)

Generate, Assist, and Finalize Specifications for Responses

- Prepare visuals (typicals) for SRT Specialist to obtain Installation quotes
- Run Haworth pricing through LYNX and/or review other vendor pricing for accuracy
- SIF FINAL specifications to SRT Speciality and assist with Excel pricing summaries, as needed

Provide Information and Materials Needed for Responses

- Interface with IO Project Team, Vendors, and/or A+D Community, as needed
- Provide Design Team with project background and essential documents upon award
- Document and organize revisions so that team can easily track relevant versus obsolete information
- Attend and present at internal meetings when requested by Director of SRT

Qualifications

- Bachelor's degree in Design or Architecture
- Commercial interior design experience preferred
- One year experience with Haworth products preferred
- Strong working knowledge of design software such as current AutoCAD application, Canvas/CET, and other relevant software tools used by the team (InDesign, Lucid Press, etc.)
- Demonstrated space planning and project management ability
- Ability to juggle multiple projects and swiftly adjust deliverable expectations to adhere to critical deadlines
- Excellent interpersonal and communication skills during stressful conditions

IT'S NOT JUST ABOUT FURNITURE.

Working for Interior Office Solutions means inspiring leadership, amazing resources, and great culture

.....

To apply, email a resume and cover letter to:



tkoehler@iosinc.net

If we see a fit, we'll reach out within a week. We know applying takes time. Thank you in advance for yours.

