

# Project Designer

Seattle | WA

## 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 Project Designer serves as the Designer and Specifier, and interfaces with Workspace Consultants, Strategic Accounts Team, and Project Managers to develop creative design solutions and generate proposals, floor plans, and product specifications.

## Responsibilities

### Programming to Determine Clients Needs

- Conduct client needs analysis through interviews and questionnaires
- Create typicals for workstations, private offices, conference rooms, and pertinent areas

### Budget and Product Selection

- Develop "Good" "Better" "Best Solutions" for typicals and seating
- Provide value engineering and upgrade solutions
- Assist Sales with establishing a budget for the project
- Participate in product evaluations and selections

### Design and Development of Specifications/Presentation Materials

- Develop spaceplans utilizing selected typicals and product solutions (CAD or CANVAS)
- Generate Project Spec Worksheet (SIF) specifications from approved spaceplans
- Assist in the selection of fabrics, finishes, and coordination with building finishes
- Create renderings, boards, and presentation materials needed to secure the project

### Generate Present and Obtain Approval of Proposals

- Prepare documentation to provide to Sales or PM for obtaining installation quotes
- Make revisions and spec check for accuracy
- Deliver SIF FINAL specifications to Customer Service for discounting and to generate Team Design FINAL Proposal

## 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](mailto: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.



# Project Designer

Seattle | WA

## Responsibilities (cont.)

### Provide Information and Materials Needed to Make Decisions

- Interface with the internal project team and the client's design team
- Assist PM in solutions for addressing electrical, voice, and data requirements
- Provide team with documentation and floorplans required for construction and installation drawings
- Assist BDM or PM on site visits to verify field measurements, critical dimensions, and electrical/data locations
- Attend/construction/project meetings when requested by BDM

### Closeout of the Project

- Assist Quality Assurance Team with timely generation of punchlist specifications and completion of punchlist

## Qualifications

- Bachelor's degree in Design and Architecture
- Minimum 3-5 years Commercial Interior Design experience
- Intermediate to advanced AutoCAD/CET proficiency
- Demonstrated space planning and project management ability
- Experience with Haworth products preferred
- Polished communication skills
- Excellent interpersonal skills

**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](mailto: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.

