

The Spencer Company

2121 North Akard Street • Dallas, Texas 75201

Is a rapidly growing contract furniture dealer in Dallas that specializes in Healthcare. We have an immediate opening for a *Senior Interior Designer* whose responsibilities would include:

- Client Interaction
- Programming
- Space Planning
- Product Specification
- Finish Selection
- Production Drawings
- Client Presentations

We are seeking a self-motivated person with good communication skills and ability to multi-task.

What do we have to offer you?

A FUN PLACE TO WORK WITH EXCELLENT GROWTH OPPORTUNITY.

Our environment is team based, fast paced but with emphasis on having fun along the way.

Good Compensation Package and Benefits and the opportunity to grow at your own pace.

REQUIREMENTS:

AutoCad 2010 and up

Degree in Interior Design and/or Architecture

Prefer someone with 5 to 6 years experience in commercial interiors and design

But also have an opening for a designer with 2-3 years experience

Contract furniture experience would be a plus

Please send your resume to:

Lauren Adams, Director of Design

l.adams@spencer-furniture.com

214.237.6845

214.720.7708 - fax

DESIGNER JOB DESCRIPTION

The designer is responsible for creating drawings and specifications for the layout of systems and other furniture.

SPECIFIC DUTIES:

- Assist on a sales call in order to help with:
 - Gathering programming information as it relates to furniture specification
 - Overall layout information
 - Verify critical dimensions or taking field measurements
 - Fabric and finish selection

- Meet with individuals (sales/project management) on specific projects to determine scope of work to be accomplished and deadlines for completion.

- Inform all involved parties when a deadline cannot or will not be met in order to determine a course of action.

- Execute work, which may include one or more of the following:
 - Generate floorplans (new, revisions, recons)
 - Note any questions/concerns with aisle ways / ADA or TAS factors
 - Note any changes
 - Note any modifications to field applications (i.e. hinge bypass) and update drawings accordingly
 - Provide accurate and detailed furniture installation drawings
 - Note types of product being specified
 - Provide 3-D drawings to illustrate details concerning furniture layout or areas of concern to client
 - Note the scale drawing is plotted in
 - Translate drawings from client's CD's or e-mail when necessary and put them into Spencer format for drawing the furniture using symbols from Project Matrix
 - Verify field measurements
 - Generate specification lists (sif files) off floorplans
 - Generate file analysis reports for reconfigurations/inventories
 - Review work with supervisor to assure job is specified correctly
 - Provide copies of plans, sifs, and necessary information to the Project Manager for their double check
 - Create a symbol library as needed for department to access.
 - Forward double checked plans and sifs to sales for quote or order entry

- Provide installation documents for Installation Company at $\frac{1}{4}'' = 1'-0''$ scale. Determine quantities of documents based on size of project.

- Provide colorboards, notebooks, rendered drawings, and various other presentation media (to be discussed on a per project basis).