

Reporting To: Team Leader, Furniture Solutions
Department: Furniture Solutions Team, Consulting Services
Start Date: ASAP
Position Title: Furniture Application Specialist
Type of Position: Full-time, Permanent
Salary: Open
Location(s): Richmond Hill, ON and/or Kitchener, ON

Summary of Role:

The Furniture Application Specialist is responsible for customer service and deliverables relating to the application, planning, supply and installation of furniture products. The Furniture Application Specialist's mandate is to provide accurate and detailed installation drawings, furniture specifications, furniture knowledge and application of furniture, space planning, project worksheets, inventory, reconciliations and site verifications. Reporting into the Team Leader, Furniture Solutions; the Furniture Application Specialist will also work closely with Corporate Account Managers, Business Development, and Consulting Services personnel to ensure project objectives and deliverables are understood and met.

Duties & Responsibilities:

Include but are not limited to...

- Provide the highest level of client service
- Nurture relationships with internal customers through collaboration with all associates
- Extensive knowledge of commercial office furniture and architectural wall products (Artopex and Inscope manufacturers' preferred)
- Conduct comprehensive furniture inventories for the preparation of drawings illustrating reuse of existing assets and the identification and specification of new furniture and reconciliation thereof
- Recognize and identify opportunities to charge for furniture planning services where applicable
- Complete planning application service deliverables within a formal contract and within the hours allocated to project tasks
- Complete tasks within a project deadline
- Provide furniture drawings, furniture space planning, 3D modelling of products for quotations and in the development RFP's
- Prioritize and work on multiple project assignments
- Identifies new opportunities to add value to the organization and helps others meet/exceed job related goals & objectives
- Uses every communication channel available to identify customer needs/expectations and to relay them to other departments and vendors
- Maintains a safe working environment by following and enforcing company health & safety standards
- Identifies personal & professional developmental needs
- Demonstrates knowledge of the organization and its products and services

- Adapts to changes in the work environment; modifies approach or method to best fit the situation; manages frequent change, delays, or unexpected events in a positive professional manner
- Demonstrate a high standard of professional ethics and fairness
- Cultivate/foster long term continuous business relationships with clients and vendors

Qualifications:

- College Diploma or University Degree in Architecture, Interior Design, or Architectural Technology
- Intern or Registered member in good standing with the Association of Registered Interior Designers of Ontario (ARIDO) – preferred
- Successful completion of the National Council for Interior Design Qualification (NCIDQ) – preferred
- Comprehensive knowledge of commercial office furniture products and interior design services (*from needs assessment to contract administration*)
- Comprehensive knowledge of techniques, tools and principles in the production of furniture installation drawings and furniture specifications
- Knowledge of pre-manufactured architectural walls and creation/application thereof (preferred)
- Extensive knowledge of and proficiency in CAP Studio, CAP Worksheet and Configura CET Designer programs
- Knowledge of various furniture manufacturers and product lines represented by Mayhew
- Working knowledge of federal, provincial and municipal building laws, building and fire safety codes, health and environmental standards, and regulations as it relates to furniture planning
- Working knowledge of construction and project management activities
- Proficient in current release of AutoCAD
- Excellent organization and time management skills
- Valid Drivers License and access to a personal vehicle for attending client site meetings and/or site verifications

How to Apply:

Please forward your cover letter & resume to: careers@mayhew.ca Fax: +1.905.707.4748.

We thank all those who apply, however, only those selected for an interview will be contacted.