



# JOB DESCRIPTION

POSITION HIGHLIGHTS	
<b>TITLE</b>	CAD Designer/Space Planner, also includes Senior CAD Designer/Space Planner
<b>DEPARTMENT</b>	Sales
<b>LOCATION</b>	District Sales Office
<b>REPORTS TO</b>	District Manager
<b>DIRECTLY MANAGES</b>	N/A
<b>EXEMPTION STATUS</b>	Non-Exempt
<b>DATE CREATED</b>	7/29/2013
<b>DATE OF MOST RECENT UPDATE</b>	6/27/18

POSITION OVERVIEW
<p>The CAD Designer/Space Planner provides KI sales reps, dealers, and customers with direct support in CAD, space planning, quoting, finish recommendations, and project qualification. Responsibilities include assisting with the preparation of collateral materials to support local sales, creation of drawings and renderings, participation in customer presentations, obtaining site dimensions and conditions to support furniture layout requirements. In addition, this position may have responsibility for showroom/office and customer experience functions as required within the district. The CAD Designer/Space Planner is expected to have extensive knowledge on multiple product lines in order to provide exemplary service to KI customers.</p>

ESSENTIAL FUNCTIONS [Essential functions are defined by the ADA as the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The ADA considers a job function essential if: (1) the position exists to perform that function, (2) there are only a limited number of employees available to perform the function or among whom the performance of the function can be distributed and/or (3) the function is so highly specialized that the person in the position is hired for the ability to perform the particular function. Essential functions do not include the marginal or incidental functions of the position.]	
% of Time	List the functions required of a person to perform this position.
<b>Varies from 50-75%</b>	<b>Field CAD/Space Planning Responsibilities:</b> <ul style="list-style-type: none"> <li>• Design and develop drawings based on customer requirements and specification guidelines (includes preliminary, revisions, and installation drawings).</li> <li>• Qualify projects and recommend product specifications.</li> <li>• Prepare renderings to support sales presentations.</li> <li>• Conduct job site visits and take field measurements.</li> <li>• Verify field dimensions taken by others.</li> <li>• Attend project meetings/sales presentations at the request of the Sales Rep.</li> <li>• Recommend finish selections.</li> <li>• Maintain project files and KI CAD processes.</li> <li>• Maintain product resources to ensure drawing and specification accuracy.</li> <li>• Download Software and Drawing toolset updates/training.</li> <li>• Update project management and drawing tracking systems.</li> <li>• Print/plot/file customer building shells and other drawings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide backup assistance to others in office, including checking of drawings.</li> </ul>
<b>Varies from 0-25%</b>	<b>Customer Experience Responsibilities:</b> <ul style="list-style-type: none"> <li>• Answer incoming phone calls and greet clients.</li> <li>• Escort walk-in guests through the showroom/office and provide information about products.</li> <li>• Coordinate all aspects of customer visits.</li> <li>• Ensure showroom is presentable, including implementing showroom updates as recommended by the Corporate Design team, and has proper supplies at all times.</li> <li>• Support planning and execution of special events.</li> <li>• Provide technology assistance to showroom guests.</li> <li>• May coordinate social media/marketing campaigns at direction of District Leader.</li> </ul>
<b>Varies from 0-25%</b>	<b>Pre-Sales/Post-Sales Support:</b> <ul style="list-style-type: none"> <li>• Generate product quotations on behalf of sales reps or local dealerships.</li> <li>• Process Custom Options requests.</li> <li>• Prepare sales collateral materials.</li> <li>• Assist with bid review (submittals, specification sheets, etc.).</li> <li>• Coordinate mockup requests as needed.</li> <li>• Obtain customer approval of drawings as required.</li> </ul>
<b>0-10%</b>	<b>Administrative Support:</b> <ul style="list-style-type: none"> <li>• Oversee showroom and sample product inventory, distribution and collection.</li> <li>• Manage on-site literature, including Pallas sample program.</li> <li>• Oversee invoicing for showroom accounts and maintain petty cash.</li> <li>• Provide feedback on COQ issues to appropriate departments.</li> <li>• Assist District Leaders with district reporting responsibilities.</li> <li>• May manage timecards and vacation approvals for showroom staff.</li> <li>• Assign correct rep numbers to new district orders.</li> <li>• Account for showroom presentations and submit to Corporate.</li> </ul>
<b>100%</b>	

QUALIFICATIONS	
Category	Requirements
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Architectural Design, Interior Design or related field required</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• See leveling matrix</li> </ul>
<b>CERTIFICATIONS/ LICENSES</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>KNOWLEDGE/ SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• AutoCAD and rendering skills</li> <li>• Read and understand floor plans</li> <li>• Organizational skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Oral and written communication skills</li> <li>• Ability to multi-task and prioritize</li> </ul>
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**OTHER SPECIAL (NON-PHYSICAL) REQUIREMENTS**

<ul style="list-style-type: none"> <li>• Regular attendance</li> <li>• Must hold and maintain a valid Driver's License</li> <li>• Frequent interaction with others</li> </ul>
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**WORKING CONDITIONS**

Category	Requirements
<b>TRAVEL</b>	<ul style="list-style-type: none"> <li>• Domestic travel up to 25% of time</li> </ul>
<b>PHYSICAL DEMANDS</b>	<ul style="list-style-type: none"> <li>• Ability to talk or hear up to 100 % of time</li> <li>• Ability to walk up to 50% of time</li> <li>• Ability to sit up to 50% of time</li> <li>• Ability to lift or exert force up to 50 lbs. up to 10% of time</li> </ul>
<b>WORK ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Office environment</li> </ul>

*Please note this job description is not designed to cover or contain a comprehensive listing of functions or responsibilities that are required of the employee for this job. Functions and responsibilities may change at any time with or without notice.*

<b>Leveling Matrix</b>		
<i>The leveling matrix should be used for positions with multiple levels.</i>		
<b>Title</b>	<b>Title: CAD Designer/Space Planner</b>	<b>Title: Sr. CAD Designer/Space Planner</b>
<b>Skill Level</b> <i>Identify specific skills required to perform the job at the defined levels.</i>	<ul style="list-style-type: none"> <li>• Proficient knowledge and skill level required in order to perform essential functions of the job.</li> <li>• Ability to effectively and professionally communicate with sales team, corporate, clients, partners (dealers &amp; designers). Communication is in response to requests by others.</li> <li>• Meet performance and productivity goals as established by District Leader/Corporate.</li> <li>• Trusted resource to team due to high level of knowledge on systems and loose product lines.</li> <li>• Draw and specify projects with limited COQ errors.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced knowledge and skill level required to perform essential functions of the job.</li> <li>• Ability to effectively and professionally communicate with the sales team, corporate, clients, partners (dealers &amp; designers). Communication is proactively engaging with others.</li> <li>• Exceed performance and productivity goals as established by District Leader/Corporate.</li> <li>• Trusted resource to team due to high level of knowledge on systems, loose, along with either fixed seating or wall product lines.</li> </ul>

		<ul style="list-style-type: none"> <li>• Draw and specify projects with minimal COQ errors.</li> <li>• Exemplary past performance in the CAD Designer/Space Planner role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1-3 years of experience with CAD drafting operations or as an Interior or Architectural Designer</li> </ul>	<ul style="list-style-type: none"> <li>• 2-5 years of experience in the CAD Designer/Space Planner role</li> </ul>
<b>Supervision &amp; Relationships</b> <i>Instruction or direction received on work</i>	<ul style="list-style-type: none"> <li>• Performs work with a moderate level of guidance and direction from District Leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Performs work with very little guidance and direction from District Leader.</li> </ul>
<b>Supervision &amp; Relationships</b> <i>Instruction or direction provided to others</i>	<ul style="list-style-type: none"> <li>• Contact with customers, dealers and sales specialists to provide support in CAD, space planning, quoting and finish recommendations. Generally others are requesting the support from the CAD Designer/Space Planner.</li> <li>• Ability to accompany sales team on customer visits.</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent contact with customers, dealers and sales specialists to provide support in CAD, space planning, quoting and finish recommendations. CAD Designers/Space Planners are generally taking a pro-active approach, or taking the lead in providing the required support.</li> <li>• Ability to independently meet with clients for meetings or presentations.</li> <li>• Mentor and train CAD Designers/Space Planners. Serves as their backup, as needed.</li> </ul>
<b>Job Complexity</b> <i>Problem solving, decision making, and scope</i>	<ul style="list-style-type: none"> <li>• Ability to learn and apply problem solving techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to independently problem solve when issues arise.</li> <li>• Implement improvement suggestions for district operations.</li> </ul>