

## Workspace Design Specialist

*Washington D.C.*

### About Us

Inscape is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

### About the Role

The Workspace Design Specialist position is two-fold; to support the Sales Organization in the design, development and specification of client product solutions and to deliver a uniquely positive & memorable experience for all showroom guests.

### Primary Tasks & Responsibilities

Workspace Design (80% of responsibility):

- Design competitive lay-outs that accurately utilize our product assortment and our product integration story.
- Present product ideas and solutions to varied clients and audience (dealers, customers, and designers) on a consultative level.
- Assist sales team in preparation of proposals by providing drawings, technical specification, product application, and design application.
- Provide value engineering and creative product application ideas for sales proposals.
- In some situations (ex: house accounts, orders without dealers) specify the order.
- Assist with specification training as required.
- Answer inquiries on product offerings from the sales organization and assist in determining which product should be presented to the client.
- Check the work of peers.
- Conduct specification and application checks for mock-ups and showrooms.
- Assist sales with positioning Inscape products effectively (including value engineering) to be competitive.
- Collaborate with Sales Representatives and Dealers to ensure the accuracy of typicals and design using Inscape's product benefits and unique features.
- Share and contribute to team based learning.

Showroom Coordinator (20% of responsibility):

- Arrange for catering and event management at the request of the sales team. Cleanup food and dishes from meetings and events.
- Manage showroom bookings, tours and training events. Keep a standing record of visits.
- Coordinate with the showroom's cleaning services to ensure the showroom is always in show ready condition.

- Set up the showroom with the required technology, materials and tools to support events.
- Ensure current marketing literature/binders, etc. are available for presentations. Keep sales material up to date and in-stock for sales people.
- Ensure that sample libraries are up to date and current, so that materials are readily available and accessible for offsite meetings, presentations and training at any time.
- Track all catering and supplies' expenses in the Accruals spreadsheet daily.
- Stay current on industry events in the A&D community.

### **Knowledge, Skills, Abilities & Education**

- Post-Secondary Interior Design Diploma or Degree in Architectural Technology.
- 3-5 years relevant work experience in interior design, architecture or commercial interiors.
- Strong Computer Skills – CAD, CAP, CET, Word, Excel, PowerPoint, Outlook & MS Project. InDesign & Illustrator experience is an asset.
- Must have knowledge of leading workplace issues and competitive product solutions.
- Ability to translate client's business needs into conceptual solutions and to create compelling product solutions.
- Ability to work with multiple levels across many functional areas.
- Prior knowledge of office furniture industry an asset.
- Good business sense and understanding of how business works.
- Process driven and ability to conceptualize new ways of doing things and delivering services.
- Self-motivated individual with initiative to do things before being requested. Able to deliver results and work independently.
- Excellent interpersonal and communication skills, both written and verbal.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to [careers@inscapesolutions.com](mailto:careers@inscapesolutions.com).

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.  
Inscape will provide reasonable accommodation to applicants with disabilities.**