



OFFICE FURNISHINGS

SERVICE • KNOWLEDGE • PRODUCTS

Architectural Design Specialist – NW Edmonton

Position: Full-Time, Permanent

RGO Office Furnishings Edmonton's goal is to inspire, envision and plan office furnishings solutions that enhance your work environment. RGO is the largest office furniture dealer in Alberta and has a number of exclusive partnerships including one with the global leader in the commercial furniture industry. For over 50 years, our team prides itself on our ability to deliver outstanding customer service and first class customer experiences as a result of our people and processes.

RGO is currently recruiting for an **Architectural Design Specialist** to join our team. The primary function of this newly created position is to provide accurate, function, and creative solutions to customer needs for Architectural Products. These products include VIA, Privacy Wall, Folio, Raised Flooring, Sound Masking & Thread.

Responsibilities:

Lead Design Process with Customer for new product & reconfigurations

- Participate in the RFP/Tender process
- Meet with customer after Sales introduction and determine the customer's needs and desires
- Conduct site verifications and measurements as required
- Communicate with the General Contractor and Trades on site
- Create shop drawings and renderings (including specified details and finishes) that accurately reflect the needs and desires of the customer
- Create presentation drawings – with call-outs to highlight applications and insights, where applicable
- Conduct inventories of existing product and produce as-built drawings/specifications
- Develop and present colour/finish board and selection
- Meet with customer to discuss presentations and reassess drawings if customer's expectations have not been met
- Work with Sales to prepare quotation (if not already completed during the tender process)
- Budget and quote reconfigurations in conjunction with the Project Coordinators

Post-sale responsibilities

- Provide all available order specific details including product specifications
- Assist in the change order management process
- Maintain accurate and up to date customer drawings/files
- Provide accurate and detailed installation drawings
- Participate in pre-install meetings with Project Coordinator and Installers
- Post installation walk-through of site to assist in identifying deficiencies for the PIA process

Standard expectations

- Produce accurate drawings which are properly specified and fully detailed as to finishes, power and data requirements
- Utilize CET/Direct Link/SIF to produce quotes in Hedberg



OFFICE FURNISHINGS

SERVICE • KNOWLEDGE • PRODUCTS

- Participate in on-going training opportunities
- Look for process improvement opportunities
- Oversee other designers' work; ensure accuracy & timelines both internally and externally (KISP)

Qualifications:

- Diploma in Architectural Technology or higher is required with 1 – 3 years of relevant experience
- Proven experience in reading architectural drawings and specifications
- Experience of construction sites is advantageous
- Proficiency in Word, Excel, and Outlook
- Proficiency in CET Configura and AutoCad 2005 or higher
- Resource planning and project management skills
- Ability to read tender documents
- Problem solving and ability to craft innovative solutions
- High attention to detail
- Communicates in ambiguous conditions
- Customer-service focused attitude
- Organizational and administrative abilities
- Multi-tasking, time management and prioritization
- Works well under pressure
- Requires a valid Alberta Class 5 driver's licence. Availability of and willingness to use a personal vehicle to drive to offsite meetings is an asset. (Mileage paid by RGO)

At RGO, we believe our employees are the key to our success. If you are a high energy, organized individual that takes pride in your work and will always strive to exceed our customers' expectations, we want you!

RGO offers a positive work environment, supporting our employees through:

- Open communication and the sharing of ideas
- Continuous learning opportunities
- Dynamic, collaborative work processes
- Fair, consistent and inclusive employment practices
- Competitive compensation packages that include comprehensive, flexible benefits and performance based incentives

Closing date: June 30, 2017

If you are seeking an exciting challenge in a leading organization and meet or exceed our qualification requirements, please submit your resume and cover letter to hr@rgo.ca. To learn more about RGO, please visit our website at www.rgo.ca. We appreciate the interest of all applicants and will contact qualified candidates.