



SKG Technical Designer

Company Background

SKG is the premiere Knoll furniture dealership for South and Central Texas. Established in Austin, Texas over 20 years ago, SKG continues to build upon its reputation of providing customers unique, creative and cost-effective office solutions that are skillfully supported by its exceptional service teams. SKG is a woman-owned company with active dealer principal participation. Through this participation and its cast of knowledgeable, top-quality employees, SKG exhibits an atmosphere of creativity, collaboration and professionalism that provides its customers the highest levels of design excellence and environmental sustainability.

Position Summary

As a Technical Production Designer for SKG, we expect that you lead the process of developing typical drawings, typical specifications, CAD drawings, and accurate systems specifications and pricing. The specific tasks we expect to see from the design team include at minimum, but are not limited to:

Responsibilities

- Specify Knoll and Non-Knoll furniture
- Execute specification double-checks and audits for all systems proposals
- Understand blending of products and potential pitfalls when blending systems
- Use current AutoCad software and CAP, and CET and keep up to date on training and revisions
- Draw 2D and 3D, rendering packages utilizing Visual Impressions; execute the highest quality possible rendering or if time allows
- Create detailed drawings and tag with product codes
- Execute drawings according to established SKG drawing standards and guidelines
- Communicate with A&D firms to confirm backgrounds, architectural details, etc
- Submit specials, and verify accuracy upon return
- Create Bill of Materials with accuracy and efficiency



- Lay in full systems floor plans, including Non-Knoll products if requested
- Create all drawings for SKG visual packages
- Review acknowledgments against drawings and BOMs for accuracy
- Create installation package after receipt of acknowledgments, including core+j-box placement for Knoll and Non-Knoll products; Project Manager to assist
- Fill out the finish and Design Checklist portion of the Workbook for projects
- Be available to make client visits and execute all client interactions with excellent written and verbal communication skills; **remember- clients DO NOT speak our language**
- Be a positive team player and problem solver
- Be a coach and teacher to new sellers and designers
- Manage multiple projects at a time; **understand how to prioritize**
- Use Design Team communication tools so the team knows your deadlines
- Prioritize workload, and have a high level of organization with strong attention to detail
- Learn quickly, take direction and continue self-education on industry trends
- Always think of ways to bring our design deliverables to a level that is unmatched in our industry
- Think of ways to utilize current product offering in new and exciting ways