



Position Description

Title: Rendering and Design Specialist

Job Summary: As a Rendering and Design Specialist, this hybrid role will actively collaborate with both the Rendering and Dealer Services teams. Part of the role revolves around collaborating on project renderings using CET 3D design software. This includes actively contributing to concept creation, product selection, and design development to bring innovative interior designs to life. This role manages the design resource library through an online Product Information Management (PIM) solution, ensuring accessibility and organization for the team.

Beyond design and renderings, the role actively markets and promotes INDEAL's Dealer Services to enhance brand visibility and engagement in the market. Daily tasks involve responding promptly to Dealer Services requests with thoughtful and relevant responses by remaining on the cutting edge of industry trends and new product introductions from the network of INDEAL Brand Partners.

This dynamic role combines creativity, technical expertise, and customer focus to contribute to the success of our design projects and overall brand presence.

The team member is expected to work from a home office environment with access to high speed internet for video conferencing and reliable communications. It is expected that the team member is able to conduct interactions in a professional manner. The team member must be self-disciplined and able to work with minimal supervision to meet deliverables and targets.

- Responsibilities & Duties:**
- Collaborate on project renderings, encompassing concept creation, product selection, and design development, utilizing CET 3D design software.
 - Prepare periodic project audits, ensuring the integrity of past rendered designs and maintaining consistency with project requirements.
 - Assist in managing the design resource library through an online Product Information Management (PIM) solution, ensuring accessibility and organization.
 - Actively market and promote INDEAL's Dealer Services to enhance brand visibility and engagement.
 - Stay abreast of new product introductions from the network of INDEAL Brand Partners, integrating innovative solutions into design projects.
 - Confidently field calls from dealers and responds to Dealer Services requests promptly with thoughtful and relevant responses, ensuring a high level of customer satisfaction.
 - Collaborate on Dealer Services strategy to enhance the program and increase engagement.
 - Completes appropriate reporting in the CRM, as required
 - Communicates user feedback, problems, concerns, or questions and development ideas/suggestions to the various departments and senior management, where appropriate.

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- Creates and maintains account and contact records in the CRM.
- Attend all company and departmental meetings.
- Other responsibilities as assigned.

Qualifications and Previous Experience

- Related experience as a Commercial Interior Designer
- Knowledge of the design process, including furniture systems and specifications, color, and materials
- Flexibility to focus on multiple projects and project types in various stages of development
- Proficient knowledge of CET; comfortability with online asset management preferred
- Strong familiarity with contract furniture manufacturers, rep outreach, and the quoting process

Personal Qualities

- Detail-oriented
- Creative
- Strong interpersonal skills
- Adaptability
- Customer-Focused