



JOB DESCRIPTION

TITLE:	Design QA Specialist	DATE:	1/2017
REPORTS TO:	Design Director	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Design	MGT/SPVR:	No

SUMMARY

The primary function of the Design Quality Assurance Specialist is to validate the accuracy, consistency, and clarity of modular furniture plans and specifications in order to uphold Company performance standards and eliminate errors. This position requires strong attention to detail, initiative, the ability to effectively prioritize and multi task, and a solid understanding of the overall design and specification process.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Reviews product specification(s) received from Design for completeness and accuracy of pricing and discounts prior to submission of proposal or bid.
- Reviews project drawings to ensure consistency, completeness and clarity prior to submission of proposal or bid.
- Verifies pricing, finishes/fabrics etc., with manufacturer/vendor.
- Verifies fabrics and finishes on design specifications against final Approval Documents.
- Verifies design specifications against furniture plans. Reviews quantities, product numbers and product application.
- Reviews furniture plans to ensure code compliance.
- Notifies Design prior to proposal if product specifications(s) appear inaccurate or incomplete.
- Researches and maintains technical knowledge of developments in the contract furniture industry, specifically with regard to new products and part numbers, contract requirements, and related information. Stores all information in a common location and shares regularly with the Design team. Acts as a resource for information.
- Attends design meetings and trainings as required.
- Compiles and submits specification error reports to Design Management.
- Analyzes specification error reports to develop insights and make recommendations to Design Management on areas for optimization.
- Performs other duties or special projects as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree and at least 2 years of related experience; or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within the contract furniture industry. Relies on experience and judgement to plan and accomplish goals. Working knowledge of designing, specifying, and installing modular furniture systems. General understanding of electrical/cabling issues, building systems, and building codes essential. Operations database experience is preferred, as well as demonstrated skill using AutoCAD, Microsoft Office Suite, and 20-20 CAP.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general construction drawings, professional journals, technical procedures, and furniture specifications. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, area and volume. Ability to apply the algebraic and geometric concepts involved in design creation.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

The employee must provide proof of valid state driver's license, and proof of insurance of an operable vehicle.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; concentrate intensely; use hands to finger, handle, or feel and operate a computer keyboard, mouse, and telephone headset; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and/or walk; and may occasionally be required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; and outside weather conditions at customer sites if on-site visits required. The noise level in the work environment is usually low to moderate.