

**Workplace Resource – Southern California
EMPLOYMENT OPPORTUNITY**

Posting #09-01-8000-02
Emailed to CM & LA 08-04-09

August 4, 2009

Position: **Design and A+D Marketing Manager**
Department: **Design**
Location: Workplace Resource - *Los Angeles (W. Hollywood) office*

Description

Full time, regular position. Hours: 8:00 am - 5:00 pm Monday through Friday; hours may vary as necessary. Reports to the Los Angeles Dealer Principal. Availability: *immediate*.

Duties A+D Marketing

- Develop key relationships within A+D community to promote Herman Miller and WR as vendor and dealer of choice through regular call pattern and planned marketing activities.
- Identification of project opportunities, creating lead generation for WR sales team.
- Active in local A+D industry events to promote the dealership. Membership and one committee annually.
- Lead WR Marketing events and planning within A+D community.
- Introduction of Dealer Principal and Sales team to A+D community.

Design + Product Application

- Assist with sales strategy relating to both the profitable selling of design services, as well as appropriate product application.
- Develop capabilities within team to support vertical market penetration.
- Maintain current knowledge of the industry, products, application methods, and promotional strategies, as well as design trends.
- Keep company abreast of technological developments relating to design and sales.
- Develop design proposals and contracts as indicated.
- Select, train, develop, and motivate the design staff to their best potential.
- Develop procedures, policies, and standards to continuously improve departmental effectiveness.
- Manage design department interface with all other WR departments and clients.
- Manage the accurate accounting of design time and department billings, on a monthly basis and monitor all departmental budget reports.
- Monitor designers' annual review dates, coordinate and schedule appointments with Designer, Design Lead and Human Resources Manager.
- Share knowledge and expertise with design staff in regularly scheduled training meetings.
- Maintain knowledge of CAD software and hardware.
- Develop design forecasts.
- Perform other duties as assigned.

Requirements

Design Degree required. 1-3 years of Marketing and Management skills preferred. Industry experience a plus.

Basic computer skills and knowledge of CAP software and AutoCAD required, as well as strong spelling/math skills and proper use of grammar. MS Word, Excel and Lotus Notes knowledge a plus. General knowledge of industry product specification and pricing procedures. Strong programming, space planning, and presentation skills. Must be able to successfully pass a background check, physical and drug screen.

Commitment to a high level of professionalism, customer service and satisfaction

Interested persons may contact Patty Townsend at (310) 855-7210, for further information.

"Workplace Resource is an Equal Opportunity Employer"
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