

## CAD Specifier

### Location

Toronto, Ontario

### General Accountabilities

The CAD Specifier is responsible for customer service and deliverables relating to the application, planning, supply and installation of furniture products. This role provides technical design and specification services and expertise for Global products using AutoCAD platform and is responsible for executing design, planning and specification of customer projects to support field sales and dealer organizations. Reporting to the CAD Manager and working closely with the Specification Team, Sales Team, and Bid Team.

### Specific Accountabilities

- Identify and assess client needs and assist in proposing layouts for clients
- Create design specification documents using AutoCAD
- Provide space-planning recommendations and select finishes when necessary
- Complete planning application service deliverables within a formal contract and within the hours allocated to project tasks
- Provide a copy of proposal and bill of materials for sales representatives to review and to submit to clients
- Convert quotations and layouts into orders
- Review deficiencies with CSR's/Sales reps and arrange corrections
- Prepare installation drawings for installers
- Check orders for correctness of quantities, product, data and prices
- Notify client of any errors of missing information before submitting to order entry
- Work on bid projects for government orders
- Work with remote

### Required Knowledge, Skills and Abilities

- Diploma or University Degree in Interior Design, Industrial Design, Architecture
- Min 5 years experience in specifying commercial office furniture, using AutoCAD, CAP
- Specifying experience with Global Upholstery / Global Contract is an asset
- Comprehensive knowledge of commercial office furniture products and interior design services (from needs assessment to contract administration)
- Comprehensive knowledge of techniques, tools and principles in the production of furniture installation drawings and furniture specifications
- Working experience with bid projects, Government and Commercial
- Proficient in Microsoft Office (Word, PowerPoint, Excel)
- CET background is an asset
- Ability to work with multiple internal projects and clients simultaneously
- Great written and oral communication
- Commit to ongoing product training and development
- Creative and resourceful
- Thrive in a team environment and work well with others
- Superior attention to detail, memory, organizational and time management skills

Interested applicants are asked to apply to Bob Ritter, Director Corporate Human Resources:  
[britter@globalfurnituregroup.com](mailto:britter@globalfurnituregroup.com)

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

Global Furniture Group values employment equity and is an equal opportunity employer.

workplace  
education  
healthcare



career opportunity