

Environments

Associate Ancillary Designer

Location: Portland, OR

Employment Type: Full Time

Department: Sales/Design

The Perfect Fit

You are organized and creative with a passion for design and furniture—especially the spaces that facilitate respite, collaboration, and flexibility. Managing multiple tasks comes easily to you and you never miss deadlines! At the same time, you bring creativity to your work and believe in researching to find unique design solutions while also tracking every detail of finish and function. You might be new to the furniture or design industry, but you have a thirst for learning and developing your skills. You pride yourself for completing projects in a timely, professional manner and with stunning results.

The Culture

Our world is environments – physical settings that include furniture, accessories, and modular architectural products. We are committed to helping our customers create inspiring workspaces for a new era that is bringing dramatic changes to the workplace. We are passionate about design, creativity and helping our customers transform their workspaces. We work hard to deliver the best to our customers, but we still make time to connect, chill, and enjoy life. If this sounds like you, come join our team!

Responsibilities

The Junior Ancillary Designer performs, among others, the following duties:

- Assist with preliminary space planning, programming, and furniture selection for projects of all sizes.
- Research and follow product trends and developments from our vendor partners and the wider design market.
- Collaborate with the Design and Sales teams to create consistent, customer-ready presentations to facilitate the ancillary design process.
- Assist the Account Manager and Design teams with ancillary specification by gathering product and finish samples, considering the pricing structure of finishes and fabrics, and researching COM fabric approval.
- Specify and price full ancillary packages with a thorough understanding of vendor discounting, gross margin guidelines, and service fees.
- Manage simultaneous, competing deadlines to ensure projects move smoothly through the ancillary design process.
- Deliver effective, professional, and timely communication with vendors, industry partners, and internal teams.

Qualifications:

- Work experience in a position with sales support or design responsibilities, preferably in an agency, interior design, architecture, or other related creative industry.
- Must understand the contract furniture industry, preferably with experience specifying ancillary product.
- A bachelor's degree in business, interior design, marketing or relevant field is preferred.
- Industry experience in contract commercial furniture, specifically Knoll, would be beneficial but not required.

Environments is an equal opportunity employer.

For more information or to submit qualifications, email info@environmentsnw.com with subject: Associate Ancillary Designer.