

# NJ1383264

## Product Specification Specialist

Global Furniture Group  
MARLTON, NJ, 08053

### About Global Furniture Group

The Global Furniture Group is a leading North American Manufacturer of furniture solutions. Global offers a broad range of furniture products designed for the workplace, hospitality, education + healthcare markets, delivering exceptional value and quality to its network of dealers, designers and customers.

Operating for 50+ years and employing more than 4,000 people worldwide, Global has locations throughout Canada, the US, Mexico, China and the UK.

### Duties and Responsibilities

Product Specification Specialist

Location: Marlton, NJ Department: Corporate-Product Specification

Type: Full Time Min. Experience: Entry Level

Global Furniture Group, a leader in the office furniture industry has an immediate, full-time career opportunity for a Product Specification Specialist in our Marlton, NJ office. As a Product Specification Specialist, you will have an opportunity to develop and refine your technical design skills and establish a strong foundation of skills that will transfer to virtually any design-driven position.

The Product Specification Specialist is responsible for generating 2-D and 3-D drawings (potentially renderings) for various furniture projects and opportunities. Specifiers will collaborate with furniture dealers and sales representatives, helping to determine criteria required to complete the job and by providing technical support to them.

### Duties and Responsibilities

- Generate 2-D and 3-D drawings for furniture projects and opportunities of various sizes (at times, renderings).
- Provide technical information and support to our dealers and sales representatives.
- Review and determine criteria for project to create a bill of materials.
- Must acquire extensive product knowledge and stay up to date with all changes in products in order to accurately specify projects assigned.

### Requirements

- Ability to coordinate multiple projects/tasks with deadlines – will be assigned numerous projects and tasks with deadlines that must be met.
- Strong attention to detail with a technical mindset – accuracy of project completion and application of product knowledge is imperative to success. The final bill of materials determines the costs of projects.
- Strong interpersonal/communication skills – will be working with various internal and external contacts that will be crucial to success and completion of projects.

### Education/Experience

- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience or military equivalent.
- Interior Design experience and/or CAD drafting degree or related experience preferred.
- AutoCAD and CAP studio experience preferred.
- Experience in Microsoft Word, Excel and Dynamic desired.
- Revit, SketchUp, rendering experience desired but not required.

### WHO WE ARE

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### BENEFITS

Global offers a comprehensive employee benefit program that enables our employees to stay healthy, feel secure and maintain a work/life balance. The following are benefits we offer employees (or may be eligible for):

Paid Time Off | Holiday Pay | Medical/Prescription Insurance | Dental Insurance | Vision Insurance | Health Savings Accounts (HSA) | Company-Paid Life and AD+D Insurance | Company Sponsored Long-term Disability | Short-term Disability | Voluntary Life Insurance | Employee Assistance Program (EAP) | Critical Illness and Accidental Injury Insurance | FSA | 401(k) & Roth 401(k)

## WHERE WE ARE

Global has distribution centers and showrooms located all across the USA + Canada.

Global USA Showrooms:

Atlanta | Boston | Chicago | Detroit | Ft. Lauderdale | NYC | Philadelphia | Phoenix | St. Louis | Washington DC

Global USA Showrooms + Distribution Centers:

Atlanta | Baltimore | Boston | Chicago | Cincinnati | Dallas | Denver | Houston | Kansas City | Los Angeles | Miami | Minneapolis | New Orleans | Philadelphia | Pittsburgh | San Antonio | San Francisco | Seattle | Tampa

You can visit us at [www.globalfurnituregroup.com](http://www.globalfurnituregroup.com).

Global is a drug-free workplace and equal opportunity employer.

Qualified applicants will receive consideration for this position without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. To request assistance in completing this application, please call 800.220.1900 and ask for Human Resources.

Veterans encouraged to apply.

### **Nature of Work**

**Duration:** Full Time, Regular

**Normal Work Days:** Monday, Tuesday, Wednesday, Thursday, Friday

**Working Hour per Week:** 40 hour(s)

**Normal Work Shifts:** First (Day)

**Post is open till:** 9th May, 2018

**Number of Job Openings:** 1

### **Education**

Applicants should have a Associates/Some College/Vocational Degree