



## Designer

**Miles Treaster Associates (MTA) seeks a Designer to provide clients the best possible experience when serving clients with personal, professional service on commercial interiors projects.**

The ideal candidate is design focused, creative, and a team player with the desire and ability to transform commercial interior spaces.

### **ESSENTIAL FUNCTIONS:**

- Represent MTA in client meetings and establish project overview, goals, and timeline with the sales consultant.
- Operating AutoCAD for building shell, elevation, and furniture layouts.
- Specification of systems furniture and free-standing furniture and space planning.
- Efficiently prepare accurate and detailed design drawings and specifications, such as floor plans, elevations, and workstation layouts.
- Accurately field measure and verify project sites.
- Manage design fee budgets.
- Conduct client presentations on furniture layouts, space plans, and other design solutions as needed.
- Double-checking all drawings and specifications for accuracy prior for project estimates.
- Provide accurate and timely project correspondence, documentation, and project file organization, including plans, furniture specifications, and client approvals.
- Select, set up, and maintain required project forms, and logs as applicable to track activities such as project time, requests for information, and field changes.
- Monitor multiple complex projects simultaneously and provide accurate project planning to meet order entry deadlines.

### **QUALIFICATIONS:**

- Bachelor of Arts degree in Interior Design.
- Minimum 3 years office furniture design experience.
- Proficiency with industry-specific software, including AutoCAD, CET, Sketch Up, and Revit.
- Strong business acumen, professional presence, excellent interpersonal, written and communication skills and critical/ creative problem-solving skills. Ability to be a strategic thinker.

Named on the by the Sacramento Business Journal's list of "Best Places to Work in 2020 and 2021, MTA offers competitive compensation based on experience with comprehensive benefits, including medical, dental, and vision insurance. You'll also become an employee-owner through our Employee Stock Ownership Plan (ESOP) and earn shares in the company after completing one year of service.

To apply, send a cover letter and resume to [sales@mtaoffice.com](mailto:sales@mtaoffice.com). **No phone calls, please.**

**About Miles Treaster Associates (MTA):**

A full-service firm, MTA elevates environments to work, learn, heal, and play and inspires people to be their best—naturally. Our inspired commercial spaces are featured in many of Northern California's most noted locations, including SMF Terminal B, Golden 1 Center, SAFE Credit Union Convention Center, and dozens more. Featuring more than 200 of the best contract furnishings brands, MTA is Sacramento's Miller Knoll Certified Dealer and modern design connection. Proudly women-led since 1992, employee-owned since 2006, and listed on the Sacramento Business Journal's "Best Places to Work" in 2020 and 2021.