Planner and Furniture Coordinator

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Office, Clerical and Technical

Position covered by the Collective Agreement with USW Local 4120

Physical Resources

Temporary full-time from March 1, 2018 to June 28, 2019

Hiring #: 2018-0089

Please read the Application Instructions [1] before applying.

Reporting to the Architectural Manager and taking direction from the Facilities Planner and Interior Designer, the Interior Planner and Furniture Coordinator will be responsible for ascertaining user requirements, site measurement, creating furniture inventories, review of furniture quotations and coordination of installations and move plans, typically in relation to office renovations. The Coordinator will assist in preparation of construction and furniture budgets, installation drawings, furniture specifications, requests for quotations and contract management documents; and will be responsible for other associated duties as assigned.

Requirements of the position include: the successful completion of a 3-year college diploma in Interior Design Technology coupled with 2 years of relevant experience. The preferred candidate will have an Interior Design degree and/or ARIDO designation, experience with commercial furniture, exposure to construction sites, proficiency in space planning and coordination of multiple trades and moves. Interior Design skills would be considered and asset. Candidate must be self-motivated, detail oriented, have the abilities to prioritize multiple projects, manage to schedules and have good communication skills. Basic computer skills are required, Autocad proficiency is preferred, and Photoshop experience would be an asset. Equivalent combinations education and/or experience will be considered.

Position Number  806-TFT
Classification  USW, Local 4120 Salary Band 6
Normal Hiring Range  $26.38-29.48

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution

*Tentative evaluation

Posting Date: 2018 02 12
Closing Date: 2018 02 20

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furniture-coordinator

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply