

The logo for RGO, consisting of the letters 'RGO' in white, bold, sans-serif font inside a red square. The background of the entire top section is a photograph of three people in a meeting, looking at architectural drawings on a table. A red horizontal bar is positioned below the main title.

RGO

SPACE PLANNING CONSULTANT

FURNITURE

Position Type: Full-time, Permanent

Location: Calgary, AB

About RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a privately owned business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

The Opportunity

Get to be a part of the RGO team that has been recognized as a Best Workplace in Alberta at one of Canada's Best Managed Companies by joining us as a **Space Planning Consultant**. Reporting to the VP of Furniture, this role works collaboratively with other personnel in the preparation of original drawings and space layouts. Revisions to drawings and implementing design changes, with detail for specifications and finishes is required.

What You Will Do

- Assist Workplace Consultants with determining requirements and solutions and provide furniture layouts with accurate specifications for clients.
- Meet with clients to discuss furniture requirements, perform site measures as required.
- **Provide** drawings/specifications, 3D renderings and other necessary documents for projects and tenders using AutoCAD/CET.
- Create sample/finish boards for presentations.
- Provide furniture installation packages and review drawings with project coordinators and provide inventory when required for furniture reconfigurations.
- Provide sample/finish boards for presentations.
- Work with inventory lists to ensure that client inventories are being utilized.
- May meet with designers and contractors during the definition stage to ensure solution will meet design criteria.
- Attend project meetings to review status of project, as required.
- Coordination and monitoring of the preparation of AutoCAD/CET drawings.
- Assist Workplace Consultants with the ordering process to make sure that all the required information has been determined/approved.
- Review of quotes prior to ordering.
- Work with Project Coordinators to transfer all the required information of a project

SPACE PLANNING CONSULTANT

FURNITURE

What You Will Bring

- 3-5 years of design work experience.
- Technical Diploma in Architecture or Interior Design or similar.
- Experience with AutoCAD.
- A combination of education and experience is acceptable.
- Training in CET will be provided by RGO.
- Exceptional knowledge of Microsoft Office Suite and Computer Skills are required
- Positive optimistic approach, self motivated and action oriented.
- Able to overcome obstacles and complete tasks.
- Capacity to learn new information and skills.
- Customer service, analytical, organizational and technical skills.
- Detail & process oriented.
- Able to read architectural drawings.
- Willing and able to participate in client meetings as required.
- A commitment to ongoing education and career development is essential.
- A design portfolio showcasing your work is an asset

Perks & Benefits

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- On-site fitness facility
- Free parking and close to transit with c-train

To apply, please submit your application to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW