SKG

SKG Design Director

Company Background

SKG is a Certified MillerKnoll furniture dealership for Central, South, and West Texas. Established in Austin, Texas over 25 years ago, SKG continues to build upon its reputation of providing customers unique, creative, and cost-effective office solutions that are skillfully supported by its exceptional service teams. SKG is a woman-owned company with active dealer principal participation. Through this participation and its cast of knowledgeable, top-quality employees, SKG exhibits an atmosphere of creativity, collaboration, and professionalism that provides its customers with the highest levels of design excellence and environmental sustainability.

Position Summary

As the Design Director for SKG, the expectation is that you oversee all areas of process, organization, and personnel for the design department. This position reports directly to the Vice President of Design & Innovation.

Responsibilities

General

- Lead by example and set a positive tone in all internal processes and interactions.
- Continue self-education on industry trends and product introductions.
- Be a positive team player and problem solver.
- Provide constructive feedback on deliverable excellence and logic.
- Lead by example and set a positive tone in all internal processes and interactions.
- Prioritize workload and have a high level of organization with strong attention to detail.
- Be a positive team player and problem solver.
- Assist in strategizing RFP responses.
- Provide constructive feedback on deliverable excellence and logic.
- Be an enthusiastic coach and teacher to new sellers, designers, and other team members.
- Train new designers on SKG Design Team processes,
- Help maintain budget parameters set for the design department
- Manage design team associates within the respective department

Process and Organization

- Assist in the implementation of software/hardware options for the Design Department to enhance productivity and streamline processes.
- Understand design-related software and keep the department up to date on releases.
- Communicate with the Design team to schedule education on product introductions and trending solutions.
- Manage Design Queue to ensure content information is relevant to the department and process and keep content current.
- Coordinate all incoming design projects and be responsible for securing outsourcing project work as appropriate.
- Ensure deadlines are met for all design projects.
- Implement and manage the design department in following SKG process guidelines, ensuring training and review of the process for all design associates.
- Oversee department file management, including ongoing project files received from outsource partners.
- Review ongoing order entry data to ensure all projects followed the SKG design process for final audit and order entry preparation.
- Implement an ongoing training program for design associates for process, product knowledge, and software tools.
- Be responsible for new hire training for design associates including process, product knowledge, and software.
- Responsible for organization and continuous improvements of CET reusable files and data information.
- Oversee and approve time off for the design department.
- Schedule and workload management of design associates.
- Manage expenses for the design department.
- Error investigation and solution resolution pertaining to projects.