

MDC Interior Solutions is a leading wallcoverings and design solutions company headquartered in Glendale Heights, IL. It is one of the largest sources for commercial wall designs and Interior Solutions. MDC was founded nearly 50 years ago. Today, a proven leader in commercial design, the company provides a broad array of products suiting a myriad of aesthetic preferences and functional needs.

MDC's portfolio includes: eco-friendly products, digital imaging solutions, paint/coatings, hand-crafted wall designs, dry-erase coatings, decorative wall panels, luxury textiles, foils, grasses, woods and vinyls.

Known for its ability to produce solutions that meet the needs of the design community, MDC has earned a reputation for innovative products, value and service. New materials and technologies, along with its knowledgeable sales team, strengthen MDC's industry leadership. MDC prides itself on being a committed single source, total solution provider.

MDC has more than 65 outside sales representatives, as well as additional sales support, reporting to four regional offices. The company's sales efforts extend further through a worldwide distribution network. A staff of approximately 70 associates are located in MDC's corporate headquarters.

Job Summary: Coordinates projects, pricing, sampling and technical information for High Volume Specialty Products.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prioritizes, tracks, handles, and maintains records of the materials, costs, and time schedules of multiple projects.
- Consults with clients, sales team, vendors, or supervisor to evaluate individual project needs.
- Customer focused with a vision to continually improve user experience, workflow, and service excellence
- Expediter, multi-tasker, and problem solver for complex customer submitted issues.
- Strong interpersonal skills with an ability to interact with people
- Proficient in technology as it relates to CAD design and architecture.

Qualifications and Skills:

- Project Management
- Proficient in AutoCAD and Revit
- Ability to read elevations and architectural plans
- Self- starter and ability to take projects from start to finish with minimal supervision.
- Strong conceptual skills, high level sense of design, a broad thinker who is able to offer a variety of design/architectural solutions.
- Understanding of overall business process including but not limited to product management, marketing, accounting/ costing, purchasing and logistics.
- Assist in mentoring and developing teammates
- Assist in development of Standard Operating Procedures
- Organization skills to prioritize and plan accordingly.
- Ability to communicate effectively with all levels of organization.
- Proficient in Adobe Creative Cloud including Adobe Illustrator and Photoshop a plus
- Creation of space renderings a plus
- Design experience in an in-house creative department or design firm a plus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms and talk or hear.

EOE M/F / Disability / Veteran Employer