

**CARROLL COUNTY BUSINESS & EMPLOYMENT RESOURCE CENTER
JOB ORDER FORM**

224 N. Center Street, Westminster, MD 21157

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Interior Designer

EMPLOYER'S NAME: Douron, Inc

EMPLOYER'S PRODUCT/SERVICE: Office Furniture

ADDRESS: 10 Painters Mills Road, Owings Mills, Maryland 21117

PHONE: (410) 363-2600 **FAX:**

CONTACT PERSON: Paul DiNello

TITLE: HR Manager

EMAIL: pdinello@douron.com

WEBSITE: www.douron.com

JOB DESCRIPTION: The Interior Designer provides design services to include site/inventory verifications, programming, space planning, typical development, color boards, working/installation drawings, specification, and site-to-plan review. Works closely with dealership sales, order entry and project management, as well as clients to ensure accurate plans and specifications, conformance to client's requirements, customer satisfaction, and high-quality project implementation.

This is a full-time position with at least 40+ hours of work to be completed in each work week. The work schedule for this position will be determined by the employee and their supervisor at the time of hire. Some non-scheduled (weekend or evening) time may be needed in order to complete projects and tasks and is considered part of the duties of this salaried position. Below is a listing of responsibilities that are associated with this position. These guidelines may or may not include all specific duties entailed with this position.

Duties and Responsibilities:

Provide design services for multiple salespeople such as space planning, fabric and finish selections, proposal preparation, etc.

Utilizes AutoCAD and CET to prepare 2D and 3D drawings for designing and planning.

Prepares renderings in CAP Visual Impressions and CET.

Creates product specifications of multiple furniture lines in Project Spec.

Develops finished working drawings for specification and installation; validates plans against construction, electrical engineering, and A&D drawing sets.

Does plotting, printing, color boards, etc. for client and dealership transmittals.

Attends client planning and project kick-off meetings; presents plans and information to customer for review and approvals; obtains field measurements for large projects.

Collaborates with other designers to ensure high-quality project implementation; provides second checks of other designer's projects for accuracy and function; trains/mentors other designers.

Coordinate regularly with Project Management and Client Services Departments.

JOB REQUIREMENTS: Required Experience & Qualifications: * Douron expects a superior work ethic and attention to detail with a focus on customer satisfaction.

Strong knowledge of interior design and current practices.

Understands workplace environment issues (ergonomics, technology integration, teaming, alternative office, etc.).

Develops and maintains a working knowledge of the dealership's contract furniture lines, including features/benefits, pricing, application and assembly, specification options, nomenclature, etc.

Working knowledge of applicable building codes, ADA regulations, National Electrical Code, etc.

Understands contract furniture processes, including order preparation, project management, order management, and delivery/installation.

Excellent communication skills to interact with sales staff and other team members.

Must have demonstrated experience contributing to a team with changing demands and timelines.

Proficiency with AutoCAD and Microsoft Office Suite (Outlook, Word, etc.).

Experience with CAP, Project Spec, and CET preferred.

Bachelor's Degree in Design or equivalent.

Physical Requirements: * Sitting for long periods of time.

Lifting up to 15 pounds.

Worksites can be under construction and may not be climate controlled at time of installation.

OTHER JOB REQUIREMENTS: , , , Bachelor's Degree, , , , , , Background Check

WAGES PER HOUR: 24.04

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: NO

BENEFITS: YES

Medical, Dental, Vision, Disability, Life, 401K

DAYS OF WORK:

MONDAY 8:00 AM - 5:00 PM TUESDAY 8:00 AM - 5:00 PM WEDNESDAY 8:00 AM - 5:00 PM THURSDAY 8:00 AM - 5:00 PM FRIDAY 8:00 AM - 5:00 PM

SHIFT: 1st

HOW TO APPLY: <https://apply.wonscore.io/Q6C7C5/Douron>

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: YES

EXPERIENCE IN MONTHS: 24

MINIMUM AGE: 21

CLOSING DATE: 04/16/2022

Posting Date 3/17/22 Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____

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****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Project Manager

EMPLOYER'S NAME: Douron, Inc

EMPLOYER'S PRODUCT/SERVICE: Office Furniture

ADDRESS: 10 Painters Mills Road, Owings Mills, Maryland 21117

PHONE: (410) 363-2600 **FAX:**

CONTACT PERSON: Paul DiNello

TITLE: HR Manager

EMAIL: pdinello@douron.com

WEBSITE: www.douron.com

JOB DESCRIPTION: This is a full time position with at least 40+ hours of work to be completed in each work week. The scheduled time for this position varies due to the specific requirements of each project.

Some non-scheduled (weekend or evening) time may be needed in order to complete projects and tasks and is considered part of the duties of this salaried position.

Projects can range in location to the entire state of Maryland, Northern Virginia/Washington D.C, and portions of Delaware & Pennsylvania.

Below is a listing of responsibilities that are associated with this position. Douron expects a superior work ethic and attention to detail with a focus on customer satisfaction. These guidelines may or may not include all specific duties entailed with this position.

JOB REQUIREMENTS: PRIMARY RESPONSIBILITIES

- 1) Project Manager (PM) is responsible for all project coordination that directly affects the delivery and installation of the furniture Douron is providing the client. This entails following the order ship dates, providing clients updates on the project details and communicating with the sales team as it relates to the order.
- 2) PM must possess a high level of communication skills when interacting with our sales staff, clients and subcontractors.
- 3) PM must be able read blueprints/drawings and have the knowledge base necessary to problem solve issues prior to the start of the project or in the field during the delivery and installation process.
- 4) PM has the ability to develop good working relationships with the GC and other subcontractors such as the voice and data providers as well as the electricians to coordinate these trades in conjunction with the furniture installation.
- 5) PM is responsible for creating project schedules based on the manufacturer's ship dates and customer's expectations.
- 6) PM is responsible for creating the Installation Packages for each project for the schedulers and installation teams.
- 7) During the delivery and installation process, the PM will be monitoring product damages, missing or incorrectly ordered product etc. and send the necessary information (serial numbers, pictures etc.) to our Corrective Actions Team to address.
- 8) PM must be a Team player with an overall focus on completing each project with the least amount of services or punch-list items.

OTHER JOB REQUIREMENTS: Driver's License, , H.S. Diploma/GED, , , , , , , , Background Check

WAGES PER HOUR: 28.85

NUMBER OF OPENINGS: 2

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT
FULL TIME OR PART TIME: FULL TIME
OVERTIME: NO

BENEFITS: YES
Medical, Dental, Vision, Disability, Life, 401K

DAYS OF WORK:
MONDAY 8:00 AM - 5:00 PM TUESDAY 8:00 AM - 5:00 PM WEDNESDAY 8:00 AM - 5:00 PM THURSDAY 8:00 AM - 5:00 PM FRIDAY 8:00 AM - 5:00 PM

SHIFT: 1st

HOW TO APPLY: <https://apply.wonscore.io/G77VHD/Douron>

WILLING TO TRAIN: YES
EXPERIENCE REQUIRED: YES
EXPERIENCE IN MONTHS: 12
MINIMUM AGE: 21

CLOSING DATE: 04/16/2022

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****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Accounts Payable Clerk

EMPLOYER'S NAME: Douron, Inc

EMPLOYER'S PRODUCT/SERVICE: Office Furniture

ADDRESS: 10 Painters Mills Road, Owings Mills, Maryland 21117

PHONE: (410) 363-2600 **FAX:**

CONTACT PERSON: Paul DiNello

TITLE: HR Manager

EMAIL: pdinello@douron.com

WEBSITE: www.douron.com

JOB DESCRIPTION: Douron, Inc. is looking for an Accounts Payable (A/P) Clerk. The A/P Clerk performs a variety of clerical tasks related to the processing of accounts payable records for various vendors as well as providing support when necessary for an automated system of processing payables related to our job order system.

ESSENTIAL DUTIES:

Entering vendor invoices into the job order system and preparing for two weekly payment processes
Monitoring and providing support for automated job order-related payables processes
Making sure that all automated payments are entered into the job order system
Processing various credit card expenditures and reconciling all credit card expenditures with monthly statements
Mailing vendor invoice payments when necessary
Receiving and coding expense reports for processing through the job order system
Obtaining proper approval for non-job order related expenditures
Running daily bank reports to assist with the posting of cash receipts and the preparation of bank reconciliations
Providing prompt and courteous service to vendors, customers, colleagues and management
Performing other duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS:

High school diploma or equivalent desired
Demonstrated successful work history in an office environment is essential
Experience with Accounts Payable is desired, but not required - individual will be trained on our unique job order system
General understanding of accounting practices and principles will be helpful in success with this position
Experience with automated accounting programs and systems desired but not required
Working knowledge of Microsoft Office suite of programs (e.g., Word, Excel, Outlook)
Computer skills such as 10 key by touch entry and moderate typing ability
Must possess proficient ability to communicate in English in oral and written format
Ability to apply discretion and trust with confidential material is required
Ability to maintain a high level of accuracy in preparing and entering financial data
Ability to apply minimal analytical and problem-solving skills
Excellent time management skills with the ability to multi-task, prioritize and meet deadlines

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

OTHER JOB REQUIREMENTS: , , H.S. Diploma/GED, , , , , , , , Background Check

WAGES PER HOUR: 18.00

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: YES

BENEFITS: YES

Medical, Dental, Vision, Disability, Life, 401K

DAYS OF WORK:

MONDAY 8:00 AM - 5:00 PM TUESDAY 8:00 AM - 5:00 PM WEDNESDAY 8:00 AM - 5:00 PM THURSDAY 8:00 AM - 5:00 PM FRIDAY 8:00 AM - 5:00 PM

SHIFT: 1st

HOW TO APPLY: <https://apply.wonscore.io/K8SJ8E/Douron>

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: NO

EXPERIENCE IN MONTHS:

MINIMUM AGE: 18

CLOSING DATE: 04/16/2022

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