

# Job Description

**Title:** Interior Designer  
**Reports to:** Director of Design

An Interior Designer is responsible for the coordination and execution of design projects in conjunction with Director of Design and Account Managers. A proficient skill level in the areas of space planning, AutoCAD® drafting, knowledge of furniture and finish resources, color and materials applications, as well as graphic and verbal presentations is inherent to this position.

## **Primary Duties & Responsibilities**

### **Design Project Management:**

- Direct and manage design projects throughout all phases of the design process to ensure completion in a timely and accurate manner.
- Adequately plan and design with regard to building code, ADA Code, spatial constraints and ergonomics.
- Accurately field-measure, verify, and record existing building and spatial conditions.
- Complete shop drawings and renderings using AutoCAD® and Configura® CET Designer® software.
- Create presentation documents, proposals, and design boards.
- Prepare installation drawings with detailed install information packages.
- Consistently uphold an open line of communication with Account Managers, Director of Design, Sales Coordinators, and Project Managers regarding project status, information updates, and pertinent issues
- Assemble and participate in team meetings with Account Managers, Sales Administrators, Project Managers and Lead Installer when warranted to facilitate complete and efficient communication.
- Maintain internal reporting systems not limited to, but including time sheets, design log, project files, and project schedules.

## **Education & Experience**

- Bachelor's Degree in design, architecture, or a related field
- Minimum of two years of experience working with corporate office furniture, preferred.
- Minimum of two years of experience working in AutoCAD®, preferred.
- Proficient skill level using Microsoft® Word, PowerPoint, and Excel, required.
- Demonstration of well-designed presentation materials, not limited to, but including presentation boards and interior design portfolio, preferred.
- Proven organizational and follow-through skills, required.
- Excellent communication and interpersonal skills, required.
- Ability to work effectively in a team environment, required.
- Availability to work overtime hours as needed in order to support the team and meet customer expectations.

Interested applicants email resumes to [careers@mcwaters.com](mailto:careers@mcwaters.com)