

# Job Description

**Title:** Interior Designer

**Reports to:** Director of Design

## Summary of Position

An Interior Designer is responsible for the coordination and execution of design projects in conjunction with the 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 and 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 meeting with Account Managers, Sales Coordinators, Project Managers, and the Lead Installer when warranted to facilitate complete and efficient communication
- Maintain internal reporting systems including, but not limited to, time sheets, design log, project files, and project schedules

### Mathematical Skills

- Ability to add, subtract, multiply and divide all unites of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and gross profit
- Ability apply concepts of basic algebra and geometry

### Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

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## Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations

## Education and Experience

- Bachelor's Degree in interior design, architecture, or a related field
- Minimum 2 years of experience working with corporate office furniture, preferred
- Minimum 3 years of experience working in AutoCAD®, preferred
- Proficient skill using Microsoft® Word, PowerPoint, and Excel
- Demonstration of well-designed presentation materials, including, but not limited to, presentation boards and interior design portfolio, preferred
- Excellent communication and interpersonal skills
- Ability to work effectively in a team environment
- Availability to work overtime hours as needed in order to support the team and meet customer expectations