

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, knowledge of building life safety and building codes, 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
- Generate accurate quotes using CET Designer® and Hedberg software
- Prepare installation drawings with detailed install information packages
- Consistently uphold an open line of communication with Account Managers, Director of Design, Sales Coordinators, Operations Team, 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
- Participate in ongoing training to maintain product knowledge and relevant software knowledge

Mathematical Skills

- Ability to add, subtract, multiply and divide all units 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

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- 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

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

Acknowledged and Agreed To

Approved By

Date

Date

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