



JOB DESCRIPTION – INTERIOR DESIGNER

Summary/Objective

The function of this position is to manage the execution and coordination of Design projects in coordination with Design Manager and/or Salesperson/Account Manager. This position will be responsible for developing and presenting creative, solution-based plans for the customer in the areas of space planning, drafting/CAD, furniture products, color and materials application, as well as internal graphic and verbal presentations to ensure we are Delivering Perfect.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Create drawings in AutoCAD and/or CET (typicals, furniture plans, 3D's)
- Check other designers specifications
- Consistent updates to Design Manager
- Continuous project updates with sales team
- Maintenance of internal reporting systems, i.e. time sheets and project files
- Adhere to deadlines of key deliverables
- Prepare installation drawings and supporting documents (specs)
- Identify areas that need field verification and coordinate actual dimensions with final plan
- Inventory existing product; incorporate in furniture plans and specifications
- Create sample boards
- Continuing education related to product updates and industry trends
- Create specifications and .sif files (including key schedules and tagging)
- Revise drawings and specs (including .sif) when required
- Assist with budget pricing
- Design team aids sales with initial customer meeting
- Programming and needs analysis
- Develop creative solutions based on customer needs
- Space planning to meet the customer's requests using standards if applicable
- Project meetings with customers when required
- Develop plans that consider ergonomics and ADA

COMPETENCIES

- Interior Design Degree from accredited University
- 3-5 years industry experience
- Some CAP and/or CET experience
- Proficient in AutoCAD
- Proven organizational and follow-through skills
- Excellent communication and interpersonal skills
- Ability to work hours as needed to support team and meet customer expectations
- Train and/or mentor other designers
- State of Florida Interior Design License
- IIDA membership preferred

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 AM to 5:00 PM. Ability to work additional hours as needed to support team and meet customer expectations is expected from time-to-time.

Travel

Minimal travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ **Date** _____