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____________________