



Summary

The Interior Designer is responsible for creating AutoCAD/REVIT documents for Ashley HomeStores and galleries based on the Company's design standards and the needs of the client. This position will exercise problem solving and quick turn-around on all projects.

The Interior Designer is accountable for ensuring that plans are completed accurately, efficiently and within deadlines that also meet the organizational goals and strategies required to be adhered to effecting clients' budgets and timelines.

Primary Job Functions

This section describes the primary /essential responsibilities that this job performs.

- Create AutoCAD/REVIT design documents for the Ashley HomeStores and galleries based on Company standards and the needs of the client.
- Cultivate strong working relationships with construction and merchandise interior designers, licensees, marketing specialists, district sales managers and others as appropriate to the project scope to ensure store and gallery interior design needs are met.
- Assist in selecting materials for Ashley HomeStores; create and distribute purchase orders for projects as needed.
- Provide regular feedback to necessary individuals and teams regarding project status.
- Develop design documents and presentations for assigned projects that meet the Company's brand and building standards.
- Continuous quality and process improvement ideation to progress personal and department efficiencies and deliverables as applicable.
- Work independently and as a member of a team of interior designers in completing projects accurately and on time, involving skilled knowledge in creation of AutoCAD/REVIT documents and for Ashley Homestores and galleries based on Company design standards and the needs of the client utilizing problem solving skills and communicating with others professionally through multiple communication channels.
- Assist with special projects as requested, when necessary, such as conducting research, creating plans and supporting documentation, collaborating with other departments and interfacing with outside vendors.
- Attend and/or present at corporate design meetings when needed.
- Provide in-store training for the Company's retail locations and their staff as maybe required for design support.
- Daily/weekly meeting and review of workload and assignments with design manager and design team to review progress and deadlines to meet goals providing insight to project development. Provide regular feedback to Interior Design Manager, team and client on project status.
- Weekly meetings with design team to review objectives, deadlines, mitigate issues that arise, etc.
- Demonstrate the Company's Core and Growth Values in the performance of all job functions.

Secondary Job Functions

- This section describes the secondary responsibilities that this job performs.
- Assist with quarterly market and new store set-up when needed.
- Remain current with interior design and visual merchandising best practices, strategies and industry standards.
- Learn and understand the furniture retail industry as a whole to establish a strong understanding of the Company's products and their positioning in the marketplace, as well as the processes and procedures in how the business is operated.
- Maintain reliable attendance.
- Actively participate in departmental meetings, training and education. Assist with training other employees and providing backup.
- Complete other assignments and special projects as requested.

Knowledge, Skills and Abilities

- Solid knowledge of interior design concepts and industry practices, including color theory, space, lighting and floor planning
- Proficiency in AutoCAD, REVIT and Microsoft Office Suite
- Knowledge of design-related algebra and geometry, with ability to interpret 2D and 3D blueprints and other renderings
- Excellent verbal and written communication skills, with ability to organize thoughts, communicate clearly, completely and accurately
- Excellent interpersonal skills
- Effective time management and organizational skills, with ability to consistently meet deadlines
- Strong attention to detail
- Strong skills in agility, along with ability to pivot easily when directions and priorities change on short notice in a fast-paced environment
- Perform under strong demands in a fast-paced environment
- Can execute a project quickly and accurately with guidance of others.
- Work independently as well as in a team environment
- Analytical and problem solving skills
- Maintain confidentiality
- Working knowledge of Continuous Improvement
- Display empathy, understanding and patience with employees and external customers
- Respond professionally in situations with difficult employee/vendor/customer issues or inquiries

Link to apply: <https://ashleyfurniture.mua.hrdepartment.com/hr/ats/Posting/view/2293>

Location: Tampa, FL

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