

Job Description: Interior Designer

Reports to: CEO

Classification: Exempt

Schedule: Full-Time

Work Hours: Monday – Friday; 8:30 a.m. – 5:00 p.m.; occasional extended hours and weekends

General Position Description:

As an Interior Designer you will provide Sales Associates and customers with direct support in CAD, space planning, and project coordination. General responsibilities will also include preparing materials, performing customer presentations, designing space layouts, and obtaining measurements.

Responsibilities Include But Are Not Limited To:

- Works with Sales Associates on space planning in Auto CAD
- Creates specifications for projects using CAP2020
- Attends project meetings for large scale assignments
- Accompanies Sales Associates to customer locations to gather project specifications
- Works on Auto CAD on project revisions
- Aids in the process of specifying furniture for projects
- Creates display boards to aid in furniture sales presentations
- All other duties as assigned

Qualifications

- Associates or Bachelor's Degree in Interior Design
- 2-3 years of Auto CAD experience
- CET & CAP2020 knowledge a plus, but not required

Other Desired Characteristics for Success in this Position

- Exceptional customer service skills
- Outstanding communication skills
- Must be organized and able to manage multiple priorities
- Fast and accurate data entry
- Enjoy working in a fast paced, high volume environment
- Working understanding of building codes
- Advanced ability to interpret instructions; written, oral, diagram, schedule form

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