

Interior Designer

Mission:

1. To thoroughly understand our clients' tastes and vision (and in cases where that isn't clear, to help them discover what that is), then develop material and finish palette accordingly that fit budget.
2. To guide our clients through the selections process in a highly organized way that creates for them an enjoyable and relatively stress-free experience.

Primary Tasks & Expectations:

1. Identify all selection items to be made and track them throughout the pre-construction process
2. Communicate all budget and scheduling updates to the client as they relate to selections
3. Verify all selection materials incorporated into the final plan set for accuracy. Review all labor and material estimates from suppliers and trades for accuracy
4. Create design binder that includes all necessary selections, specifications, notes and information for completion of construction
5. Track product lead times and place all orders to meet project deadlines
6. Work with architectural team to ensure consistency of the design concept

Important Characteristics:

1. Experience
 - a. Minimum of 3 years professional experience working in a firm and/or self-employed as an interior designer
 - b. Four year degree in interior design preferred
 - c. Construction knowledge and experience preferred
 - d. Familiarity and understanding of architectural design history, trends, concepts and feasibility
 - e. Working in a team environment with high expectations from others
2. Hard skills
 - a. Excellent communication skills, both verbal and written
 - b. Extremely organized and detail oriented
 - c. In-depth knowledge of design styles, trends and materials (including costs)
 - d. Able to find creative solutions in order to match client needs with budgets
 - e. Ability to read and understand architectural plans
 - f. Understanding of residential construction costs
3. Soft skills
 - a. Ability to quickly build trust with clients and maintain it over time
 - b. Great team player and relates well with many different personality types
 - c. Continually sets expectations with clients and team and follows through to meet them

- d. Excellent listening and questioning skills; does not interrupt or speak over others
 - e. Sales ability; comfortable discussing finances
 - f. Able to modify own style of communication to mirror a client's
 - g. Comfortable having difficult conversations when necessary
4. Personal attributes
- a. Accountable – takes ownership of things said and all work done
 - b. Proactive – looks for potential problems and anticipates the needs of others
 - c. Self-motivated – does not require close supervision
 - d. Attitude of continuous improvement
 - e. Values his/her word and does everything possible to not let others down
 - f. Owns up to mistakes and takes measures to prevent them in the future
 - g. Prefers active listening and seeking to understand over speaking and displaying one's own knowledge
 - h. Self-confident
 - i. Punctual
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Position Details:

Compensation:	\$40k - 60k based on experience and education
Position Type:	Full-Time
Benefits:	Contributing to an award-winning team with health insurance benefits, Simple IRA with company matching, vacation, holiday, and personal pay, training and education compensation, cell phone, mileage reimbursement, and clothing allowance.