



Job Description

Title

Junior Designer – Full time contract position with option to become permanent

Summary

This position will be working directly with the principal designer and will assist with the execution of design projects from conceptual development to project installation

Job Requirements / Skills

- Interior Design degree from accredited Interior Design program
- 1-2 years of experience in commercial design field
- Proficiency in AutoCAD, Sketchup, Revit, Microsoft Office or google docs
- Must be familiar with ADA requirements, codes, etc in commercial design
- Excellent communication skills
- Exceptional portfolio of work
- Experience with all phases of the Interior Design process
- Must be extremely organized and methodical
- Ability to work efficiently and effectively under deadlines
- Self motivated and strong time management skills
- Proficiency in construction drawings, codes, materials, furniture, finish selections, lighting and specifications
- Must have knowledge of vendors and products
- Must be extremely professional, reliable, punctual, and be able to work late if needed
- Ability to work autonomously and proactive while being a team player

Responsibilities / Tasks

- Report directly to Principal Designer
- Assist with Research, Sourcing, Samples and Pricing including vendor follow-up
- Assist with creating Concept Presentations
- Prepare Standard for Client Deliverables (Client Package)
- Renderings (hand sketches, AutoCAD, Sketchup, Revit)
- Space Allocation & Programming
- Floor, Lighting and Finish Plans
- Vendor meetings
- Project-site assistance (Photos, Measurements, on-site coordination, etc)
- Assist other staff and run errands if necessary
- Assist in Social Media Management (Instagram, Webpage, Pinterest, Facebook)
- Organize and update resource library regularly

Other Requirements

- Must have valid drivers license and reliable vehicle
- Must have personal stability