

Job Description: Intermediate Interior Designer



Job in a nutshell:

Design beautiful homes with the Lead Designer, create all presentation materials. Design supervision from measurements to photography.

Duties:

- Space documentation and measurements.
- Selection of furniture, fixtures, materials, accessories for high-end residential projects.
- Creating sets of construction drawings for renovation and new-build residential projects.
- Communication with clients.
- Communication with vendors and suppliers.
- Participation in meetings with clients and contractors, preparation of reports on the results of meetings.

Requirements:

- Degree or diploma in interior design or architecture.
- Minimum 3 years of experience in residential design.
- Ability to work well in a collaborative team environment.
- Exceptional organizational skills with the ability to manage and lead a team.
- Proficiency in AutoCAD and Microsoft Office Suite.
- Exceptional space planning skills.
- Experience with project management software (Asana/Trello/Active Collab or similar).
- Ability to initiate tasks and perform duties with little supervision.
- Ability to design, source and track furniture, fixtures, and finishes including custom designs for high-end residential projects.
- Ability to prepare or approve quote requests, worksheets, and estimates.
- Capable of assuming responsibility for projects, including managing client expectations.
- Manage and motivate trades, suppliers and others.
- The desire to design and implement amazing projects in a team, optimize processes and create outstanding customer service.

Work hours:

Monday-Friday 9 am-5 pm

Salary:

\$60,000 – \$75,000 based on experience.

Office Location:

Glen Rock, NJ, 07452