

JOB DESCRIPTION INTERIOR DESIGNER // LEAD

Title: Lead Interior Designer

FLSA Status: Exempt

Reports To: Hanna Shiplett, Creative Director/Design Manager

Last Revised: Date: October 25th, 2024

POSITION PURPOSE

Serves as both professional interior designer and promoter of Eden and Gray Design build's product and design services. Acts as client's first and final point of contact for the design process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Preliminary Design Proposal and Construction Ballpark

- Prepares preliminary design proposal
- Prepares Construction Ballpark
- Works along side or shares above with Creative director for client presentation
- Acts as the main point of contact for clients up through the transition to construction

Detailed Design and Final Proposal

- Creates detailed design and ensures quality control and consistency on behalf of client.
- Works with the client on multiple iterations of design to reach the final design for client review - Presents all designs to client throughout the process.
- Sets up all drawings for design details, elevations, floor plans, construction drawings.
- Creates all install drawings
- Creates construction proposal and submits for design quotes from partner vendors
- Provides design product costs and inputs into proposal software
- Specifies all materials and is able to document them both visually and in our project management software.
- Reviews final proposal and provides feedback to team.
- Accompanies ownership to deliver final design and proposal, and oversees any adjustments to the design for cost-cutting measures if needed.

Design Implementation

- Orders product for construction team.

Client Management

- Acts as the main point of clients between site visit through handoff to construction
- Will re-engage with client upon request by the Project Coordinator if design changes/change orders need to occur after construction begins

Vendor Management

- Manages vendor partners/agreements for all design materials.
- Orders and organizes product samples.

Retail Support

- Assist clients with paint color selection upon request
- Coordinates custom furniture orders

- Conducts point-of-sale transactions (all office staff should be able to check someone out)
- Shares information about common client requests to the Creative Director for consideration in future orders

Other

Performs other duties as assigned

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's degree in interior design and 5+ years of residential design experience
- Must have a valid drivers' license and be able to pass drug screening
- Demonstrates professional experience and maturity
- Shows exceptional attention to detail and strives for excellence while balancing multiple projects at once
- Demonstrates personal initiative and works with minimal guidance or supervision
- Delivers exceptional written and verbal communication
- Quickly adapts to changing priorities
- Demonstrates the ability to navigate change in a calm, thoughtful, and positive way
- Experienced with basic software, including Microsoft O365, Dropbox, Asana, Chief Architect, etc. and comfortable learning new software as required

PREFERRED QUALIFICATIONS AND SKILLS

- Expertise in residential remodeling preferred; experience with commercial projects helpful
- Demonstrated leadership experience, including 1-5 direct reports helpful
- Experience with Asana, BuilderTrend, or other project/task management software helpful

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Able to sit or stand for extended periods
- Requires visual acuity suitable for computer use
- Frequently uses manual dexterity to perform tasks
- Capable of pushing, pulling, lifting, and/or carrying up to 25 pounds, primarily to handle design and product samples
- Noise level in work environment is generally low to moderate

Eden + Gray will provide reasonable accommodations to enable individuals with disabilities to perform essential job functions and encourages prospective employees to discuss potential accommodations with Eden + Gray.

BENEFITS

- Health Insurance
- Dental Insurance
- PTO
- 9 Company Holidays
- Disability
- Product discounts
- Simple IRA options

Salary \$45K-\$55K+/year based on experience. This is a full time position work hours set in office 8-5 with 1 hour lunch break but is exempt and based on project completion deadlines.