

JOB DESCRIPTION INTERIOR DESIGNER // ASSISTANT

Title: Interior Designer

FLSA Status: Exempt

Reports To: Hanna Shiplett, Creative Director/Design Manager

Last Revised: Date: October 25th, 2024

POSITION PURPOSE

Serves as support to Lead Interior designers to help serve clients with clear and effective designs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Preliminary Design Proposal and Construction Ballpark

- Assists in preparing preliminary design proposal
- Assists in preparing Construction Ballpark

Detailed Design and Final Estimate

- Creates detailed designs
- Creates all install drawings
- Creates all quotes and submits for design quotes from partner vendors
- Assists in construction proposal and submits for design quotes from partner vendors
- Sets up all drawings for design details, elevations, floor plans, construction drawings.
- 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.
- Assists in any adjustments to the design for cost-cutting measures if needed.

Design Implementation

- Assists in ordering product for construction team.

Client Management

- Will answer quick questions about design that need timely feedback when design lead is unavailable or busy.
- Will act as back up when Lead design is out

Retail Support

- Assist clients with paint color selection upon request
- 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 3+ 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, Drobox, 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 \$36K-\$45K+/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.