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| **Job title** | *Junior Interior Designer* |
| **Reports to** | *Interior Design Manager* |

**Job purpose**

The Junior and Senior Interior Designer will work with clients assessing their needs, use experience to guide client decisions, assess the project, integrate design elements into the new design project, and ultimately drive sales.

**Duties and responsibilities**

* Meets with clients in our Selection Center or their home to assess their needs.
* Utilizes design experience to guide clients in the selection process,
* Integrate design elements into the new design project, and ultimately drive sales.
* Develops design concepts including space planning, lighting design, selection of appliances, plumbing fixtures, etc.
* Takes accurate measurements of space to be remodeled.
* Prepares and provides estimates of work to be completed.
* Manages project binders.
* Manage project budget and schedules.
* Meet multiple, tight deadlines while working on various projects concurrently.

**Qualifications**

* Minimum 2 years design experience in a remodeling or new construction environment
* Must be dependable and have excellent organizational skills.
* Will have great attention to detail and be a team player.
* Proficient with 20/20 and AutoCAD
* Familiar with Millwork drawings and experience with custom to modular cabinetry & specifications.
* Must have good presentations skills.
* Excellent Client Service skills.
* Ability to work well under tight deadlines.
* Bachelor’s degree in Interior Design is required.
* ASID is plus; CKD and CBD certification preferred.

**Working conditions**

The Junior and Senior Interior Designer generally will work a 45 - 50 hour week, but it may occasionally be necessary to work extended weekend (Saturdays) and evening hours.

**Physical requirements**

This is largely a sedentary role; however, some filing and carrying material selections is required. This would require the ability to lift files and materials, open filing cabinets, relocating materials in the showroom and bend or stand as necessary. Able to lift incoming deliveries or materials weighing up to 25lb.

**Direct reports**

None

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| **Approved by:** | *Todd Jackson, President/CEO* |
| **Date approved:** |  |
| **Reviewed:** |  |

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.