

INTERIOR DESIGNER

JOB PURPOSE

Listen to clients, develop an understanding of their needs, and use the expertise of products and applications to create the right design solution and providing an exceptional client experience for the purpose of bringing in new business to the company.

DESIRED EXPERIENCE

Minimum of 5 years extensive experience in all phases of interior design covering residential and commercial sectors, including substantial and varied experience involving planning and interior design of complex projects.

RESPONSIBILITIES

Client Interaction

- Use knowledge of products and applications to help close deals with clients
- Create client experience that is second to none
- Create the right solution (creativity)
- Listen to customers needs and create good client rapport (listening and connecting)
- Solve client problems
- Continue throughout entire project cycle up to the hand off of all client information, expectation, restrictions, limitations and contract documentation to the installer.
- Perform project walkthrough and 6 week follow up
- Attend sales meetings with Account Executive or Sales Managers for the purpose of closing sales.

Project Team Communication/Interaction

Serve as a conduit for all communication between the client and the project team for the purpose of conveying clear and concise information in a timely manner, to provide an exceptional client experience.

Design Process

- Follow the design process – programming, schematic design, design development, specification and contract administration.
- Field measure
- Prepare and plot AutoCad drawings
- Create perspective or 3D drawings as required
- Prepare finish or material boards if required
- Prepare and present PowerPoint presentations
- Create Project Spec specifications
- Manage contract documentation
- Meet design deliverables
- Space planning
- Spec checks
- Produce As-Built Drawings

Project Management

Coordinate successful completion of projects so that the company achieves its targets for profitability and referrals

Performs project management duties; coordination between construction, electrical, data, manufacturers, shipping, installation crews and client

Provides timelines to clients if required

Does site visits as required during installation

Walkthrough with installer and/or client

COMPETENCIES

- Strategist
- Creative
- Tenacious
- Ambitious
- Confident
- Respectful

REQUIRED QUALIFICATIONS AND SKILLS

- Degree in Interior Design or Architecture from an accredited university
- Strong conceptual and 3D design skills
- Expert knowledge of FF&E and the specification process
- Expert in the construction and furniture prototype process
- Outstanding graphic presentation skills
- Ability to travel to local and international client and project sites
- Team player; strong problem solving skills and attention to detail; ability to prioritize and work on multiple projects and tasks
- Must be motivated self-starter with ability to solve complex design issues both individually and collaboratively
- Very strong sense of style, colour, materials and scale
- An ability and interest to mentor and develop junior talent

DESIRED SKILLS

- Sketch Up
- AutoCAD
- Revit
- 3D Max
- Adobe Photoshop (optional)