



Interior Design Assistant

Department: Furniture/Design

Classification: Non-Exempt

Date Created/Revised: May 2016

Reports To: Lead Interior Designer

Summary of Responsibilities

The Interior Design Assistant is responsible for assisting the Lead Interior Designer and Junior Designer(s) in space planning and specifying layouts in commercial office interiors.

Essential Duties

The Assistant Interior Designer plays a vital role in the Company. Other duties may be assigned to meet business needs. The essential duties and responsibilities of the position include:

- ▶ Conducts site visits to determine the specifications needed per specific customer
- ▶ Measures office space to accurately be able to plan layout
- ▶ Researches and selects materials, surface, furniture, and fixtures, to be presented to the customer as recommendations for space planning and specifying layouts
- ▶ Remains conscientious of pricing requirements of the customer throughout the researching and selection process
- ▶ Builds and maintains vendor relationships through networking and attending vendor events
- ▶ Maintains positive customer relationships by providing superior service
- ▶ Completes competitive bid packets as required by customers in the timeline established in the packet
- ▶ Places orders with appropriate vendors according to customer requirements, tracks orders that have been placed, and schedules timely delivery of products to customers location
- ▶ May require providing customer service around items that are under warranty to replace or repair
- ▶ Schedules customer installations and oversees the process of installation, occasionally using outside vendors for the installation process

Other Duties

The Assistant Interior Designer has additional ongoing functional responsibilities, including:

- ▶ Attends vendor events to stay current on product offerings and learn about new products that could potentially be offered to customers

Skills and Abilities

Based on the essential and other duties and responsibilities of the position, the Assistant Interior Designer should have a number of professional skills and abilities:

- ▶ Good interpersonal and customer service skills, well-developed verbal and written communication skills, and the ability to work with internal and external customers
- ▶ Sound organization, time management skills, and attention to detail

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- ▶ The ability to effectively prioritize responsibilities, meet assigned deadlines, and manage the related stress

Education, Experience, and Other Requirements

Based on the technical and professional responsibilities of the position, the interior designer is required to have:

- ▶ A Bachelor's degree in a relevant field of study, and
- ▶ A minimum of two years of experience in a similar position, or
- ▶ An equivalent combination of education and experience
- ▶ Proficient in Microsoft Office products, CAD, GIZA

Physical and Environmental

The interior designer is primarily located in a climate controlled office environment but may experience other conditions when traveling to customers. Physical requirements include:

- ▶ Using computer hardware and software for extended periods of time (repetitive motion)
- ▶ Sitting for long periods of time
- ▶ Able to lift up to 20 lbs. occasionally

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

This document does not create an employment contract, other than an "at will" employment relationship.