



**Position Title:** Interior Designer, Corporate

**Location:** Plymouth, Minnesota

**Status:** Full Time – Regular

**Compensation Structure:** Salary

**Reporting Structure:** Design Manager, Corporate

### **Position Description:**

The primary responsibility of the designer is to provide technical design support & direction on projects for our corporate clients. Responsibilities include design development, developing contract furnishing budgets, furniture selection, specifications and pricing for projects generated by corporate sales.

Designer is responsible for providing our clients with quality efficient solutions that will result in a high level of customer satisfaction & loyalty.

### **Primary Responsibilities:**

#### **A. Define Needs**

- Establish project goals & objectives
- Furniture needs analysis
- Establish project budget & schedule
- Determine design services needed
- Present design services for approval

#### **B. Evaluate Options**

- Develop furniture typicals
- Develop block plans
- Generate preliminary budget
- Field verification

#### **C. Finalize Recommendation**

- Finalize furniture typicals
- Finalize furniture plans
- Select finishes
- Generate custom products/specials
- Generate shop & submittal drawings
- Coordinate electrical/data locations
- Field verification
- Prepare furniture product lists
- Finalize furniture specs & pricing
- Spec check

#### **D. Approve Solution**

- Obtain approved furniture drawings
- Prepare proposals

#### **E. Installation**

- Prepare installation drawings & documents
- Participate in pre-install meetings
- Participate in final punch walk-thru

## Job Qualifications

### Experience/Education:

- 3-5 years of experience in interior design or closely related technical services or products industry.
- Bachelor's degree in interior design or equivalent.
- Strong understanding of the basics of interior commercial construction, architecture and design, real estate and contract furnishings.
- Experience and good comfort level with presenting to clients alongside salesperson.
- Furniture dealership experience preferred.

### Skills/Knowledge/Abilities:

- Initiative: Able to bring innovative ideas and designs forward. Leverage Intereum people, processes & tools. Lead actions and decisions. Identify and use best practices. Be proactive and resourceful. Positive can-do attitude. Be engaged and involved.
- Communication: Able to be responsive. Provide proactive communication. Follow thru on commitments. Drive effective communication across teams and with customers. Ability to inform both verbally and written. Able to communicate ideas through proposals and drawings in a thoughtful yet compelling manner.
- Customer Focus: Able to satisfy the expectations and requirements of both internal and external customers. Develop and maintain strong relationships with customers and gain their trust and respect. Provide accurate information so customers can make informed decisions/choices. Dedicate yourself to making a meaningful impact with customers.
- Teamwork: Able to contribute to a joint action equaling a desired result. Practice patience and cooperation. Provide pertinent information and skills. Treat everyone with dignity, value their contributions and help one another succeed.
- Design: Skilled at translating concepts into complete and accurate drawings & specifications in realistic time periods. Is capable of accurately assessing architectural field conditions and understanding interfaces between building systems and modular products. Develop creative and effective solutions. Add value & value engineering techniques to design solutions.
- Time Management: Adept at prioritizing deliverables and maintaining focus on multiple projects at one time. Utilize time and resources efficiently and effectively. Prioritizes and meet deadlines.
- Technical Proficiency: Adept at using technological tools including AutoCAD, rendering software, Microsoft Office Suite and other systems specifically designed for the commercial furniture/modular wall industry and Intereum process support software. Willingness to learn new systems and programs.

**Notice:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Intereum is a drug-free workplace. Candidates are required to pass a drug test before beginning employment.**

**Intereum is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, sexual orientation, veteran status, or marital status.**