



**Position Title:** Interior Designer, Architectural Products

**Location:** Plymouth, Minnesota

**Status:** Full Time – Regular

**Compensation Structure:** Salary

**Reporting Structure:** Design Manager, Corporate

**Position Description:**

The primary responsibility of the architectural products designer is to develop modular interior solutions utilizing architectural products. This position is responsible for the full design and specification of modular walls and modular millwork including all electrical and voice/data requirements. This position also works closely with Intereum furniture sale and design personnel, architects, independent interior designers, and general contractors to ensure that the complete solution meets all customer requirements. This position utilizes specific software for creating architectural solutions, and works effectively with team members and manufacturer staff to ensure complete and accurate specifications for final order placement.

**Primary Responsibilities:**

- Specify client projects
- Create shop drawings for client projects
- Organize and submit orders in conjunction with Project Manager
- Review production information and drawing accuracy
- Understand the scope of work on site—intimate with the details of the project
- Solid understanding of modular wall products and how they go together including walls, electrical, data, and modular millwork
- Provide accurate site dimensions as required
- Ensure AutoCAD drawings coincide with site dimensions and base building details
- Be involved in the construction process
- Collaborate effectively with clients, architects, independent designers, general contractors, and Intereum team members
- Effective verbal and written communication and relationship skills with customers, vendors and Intereum employees
- Drive to and from customer sites and Intereum, including ability to transport product samples or other sales demonstration tools as needed
- Ability to visit customer and prospective work sites as needed including the ability to visually inspect, field measure, diagram and analyze customer or prospective space
- Ability to read and understand architectural drawings and interpret two or three dimensional AutoCAD drawings
- Ability to listen to customer needs and formulate solutions independently or collaboratively with other Intereum team members
- Ability to prepare and deliver spoken presentations supported by appropriate visual and product demonstration aids;
- Ability to accurately perform simple to complex mathematical calculations including addition, subtraction, multiplication, division, percentages and discounting on any unit of measure including English and metric systems, using whole numbers, common factors, and decimals
- Ability to effectively multitask when required
- Ability to perform data entry

## Job Qualifications

### Experience/Education:

- 2+ years commercial design experience
- Bachelor's degree in interior design or architecture or equivalent work experience
- Experience and good understanding of the basics of interior construction—architectural elements, electrical, HVAC
- Experience and good comfort level with presenting to clients alongside architectural products salesperson

### 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.**