



INTERIOR DESIGNER

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets of Cleveland, Detroit, Toledo and beyond. With today’s growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Design	LOCATION	Cleveland, OH
POSITION TYPE	Full-Time	COMPENSATION	Salary
REPORTS TO	Design Team Leader	TRAVEL	Minimal
CONTACT	Kayla Stallard – kstallard@aminteriors.com		

Our Cleveland location is seeking an organized, proactive and efficient designer to join our team. Candidates will be responsible for activities related to the design, space planning and specification of systems furniture in collaboration with the design team, sales team and project managers.

ROLES & RESPONSIBILITIES:

- Provides professional customer interface by attending client planning meetings
- Performs programming, space planning, furniture selection, layout, product pricing, design and selection of finishes, includes as-built drawings, block plans, test-fits and finished working drawings for specification and installation
- Coordinates, develops, and reviews proposed project designs and construction plans
- Validates plans against construction, electrical engineering and Architect & Design (A&D) drawing sets as well as physical build-out
- Consults with project team on the layout, design and space planning of furniture specifications
- Prepares presentation material, including renderings
- Develops project specifications, double checks specifications against plans, assures specifications are ready for order entry and manages changes and revisions
- Works with installers and project management to ensure installation meets customer specifications
- Tracks and records design hours to specific projects for job costing

QUALIFICATIONS & EDUCATION:

- Bachelor’s degree in Interior Design, Interior Construction or Interior Architecture
- NCIDQ certification, PMP certification is a plus
- Proficient in Microsoft Programs, AutoCAD (Visual Impressions 2020 is a plus)
- Excellent customer service and team communication skills
- Strong organizational skills to remember the important details of each project and scope of work
- Ability to prioritize and manage multiple tasks
- Ability to work with mathematical concepts

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.

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ALWAYS INSPIRING
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