



Example of Interior Design Job Description

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Our company is growing rapidly and is hiring for an interior design. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for interior design

- Manages consultants and contractors during project until completion, which includes reviewing interior design submittals in all design and construction phases to ensure adherence to brand and schedule and budgetary requirements
- Coordinates with Purchasing department on Design Specifications, and assist in reviewing and controlling FF&E budget
- Researches materials, finishes and systems for interior application
- Reviews construction documentation and FF& specifications for completeness prior to bidding
- Researches new trends in the hospitality industry and other competitive brands to increase knowledge of interior design and current technological advances
- Assists in creating interior design standards and design process
- Ensure that residents are provided with quality custom services that are priced fairly and delivered on time
- Vendor communication on pricing quotes, information and sample requests and
- Keep an active eye on the competition
- Assures design integrity and keeps the process on course, by reviewing the consultants and vendors drawings, reviewing specifications for materials and furnishings to make sure product meets the high standards

Qualifications for interior design

- SketchUp - desirable
- Hand sketching - desirable
- Enthusiastic team player with ability to work independently
- Interior Design Degree or relevant field of study (or currently in pursuit of)
- Proficiency with Microsoft Office Suite, AutoCAD, Revit