



# Example of Interior Design Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of interior design. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for interior design

- Answers questions from consultants, contractors, and vendors regarding what they are designing, building, and the progress or resolution of specific issues
- Develops and monitors budget beginning with the preliminary/master planning design phase
- Reviews Consultants and vendor contracts prepared by contract department to ensure the consultant's scope of work includes all aspects of work required and verifies the percentage of completion for billing purposes
- Redevelopment Projects
- Day to day MAC Operations (Moves, Adds & Changes) including new hires, moves, internal transfers, reconfigurations, reorganizations and terminations
- Meet with clients to determine needs and conceptualize design
- As part of planning process, develop space plans and tentative schedules, provide alternatives to achieve customer objectives, and develop budgets and cost impacts for various approaches
- Work with team members to communicate project plans, customer requirements, expectations and schedules
- Assist with overseeing renovation and construction projects to ensure timely completion and client satisfaction
- Maintain liaison with architects, engineers, and consultants in planning, construction and renovation projects

## Qualifications for interior design

- Proficient with Revit and other computer design programs, such as AutoCad, Illustrator, Photoshop, SketchUp
- 10+ years minimum of relevant design experience in corporate interiors
- Expert Knowledge of FF&E, color & materials
- 10+ years minimum of relevant design experience in corporate interiors and interior architecture
- Strong leadership skills with a great passion to inspire and mentor the design team