



Example of Interior Designer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of interior designer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for interior designer

- Participate in selection of FF&E and color and materials for projects in coordination with other team members for presentation to clients and space planning concepts
- Prepare design specifications, CAD drawings, budget and bid preparations and general interior design activities
- Assist with designing, space planning, providing details specification packages and implementation of furnishings, graphics, for Corporate and Divisional Offices
- Participates in selection of FF&E, color palettes & material presentations, and generates specifications
- Responsible for maintaining positive client relationships throughout project
- Responsible for managing project using the Deltek Vision
- Ensures project documentation and contracts are in compliance with the standards set forth by the Project Delivery Board
- Sets the overall strategy for producing the documents and identifies the sheets planned for each stage of the work
- Contribute design and documentation for projects of various sizes and complexities
- Present design specifications in a clear and concise format that is understandable to those who will be responsible implementing the plans

Qualifications for interior designer

- Skilled in using Microsoft Office, scheduling, project & database mgmt
- Expert computer skills to include Revit and AutoCAD knowledge of Adobe Creative Suite, SketchUp required
- Bachelor's degree in Interior Architecture or Interior Design with 5+ years of experience as an interior designer with experience of at least 2 years focused in healthcare or science & technology design
- Education|Science|Technology experience preferred
- Bachelor's degree in Interior Design (CIDA accredited) or 2 Year Interior Design Degree (CIDA accredited)