



Example of Interior Designer Job Description

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

Responsibilities for interior designer

- Leading interior design team on the projects
- Coordination with technical team and consultant
- Provide necessary or requested administrative support to Account Managers
- Assist Account Managers in producing and monitoring budgetary figures, specifications, pricing and overall project quotes
- Request manufacturer-s quotes including pricing, discount, shipping, fee, and commission information
- Answer and distribute incoming phone calls with the highest level of professionalism and prompt customer service
- Sustain a thorough understanding of McWaters and the McWaters Design Department-s full range of capabilities utilized in providing clear, accurate solutions for the customer
- Accompany Account Managers on client sales calls and design presentations
- Produce design concept, schematic, and overall plan based on clients-standards programs
- Attend project meetings with customers, filling in for Account Managers when necessary

Qualifications for interior designer

- Willingness to work weekends, evenings, and holidays
- Have an Industry recognised diploma or degree in Interior Design, Interior Architecture or Architecture
- Ability to integrate design requirements with architecture

- Take initiative in response to direction or instruction
- Experience to manage sensitive and sometimes confidential information