



# Example of Interior Designer Job Description

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

## Responsibilities for interior designer

- Plan the use and layout of the space and decorating with color, furniture, fixtures, to meet the customer needs
- Research fixture, furniture, and equipment options and develop finish palettes to understand existing vendor offerings competitor's offerings
- Ensuring all space plans and drawings comply with life/safety codes, building codes, ADA, and corporate design and space standards
- Verifying project orders, acknowledgements, and invoices for accuracy
- Able to produce architectural layout plans without supervision
- Mediates meetings
- Administer Occupancy Data collection studies - DIL
- Ensures all contracted services are delivered
- Project and Installation Management for new and existing properties, including but not limited to the execution of multiple interior design projects under budget guidelines, managing vendors and delivery of FF&E supplies, support project schedules and timelines
- Provide on-site support during and after set up and installation process while conducting follow up to ensure adherence to corporate standards and best business practices

## Qualifications for interior designer

- Experience with AutoCAD, SketchUp, 3DMax, Adobe Creative Suite (Photoshop, InDesign, Illustrator), and MS Office
- Working knowledge of code compliancy as it relates to ADA and Life Safety

- Professional degree from an accredited Architecture or Interior Design program
- Professional Licensure preferred
- Five (5) years experience in Interior design or CAD design
- Bachelor of Arts degree in Interior Design preferred