



Example of Interior Job Description

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Our innovative and growing company is searching for experienced candidates for the position of interior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for interior

- Assists Office of University Architect (OUA) Project Managers and Space Management staff with furniture selection, layouts, installation, moves/relocations
- Obtains and reviews quotes from vendors for furniture purchases
- Work closely with designers, decorators, architects and contractors
- Research and follow industry changes, evolutions and best practices
- Accountable for new construction or renovation projects from start to completion, ensuring that design meets customers' budgets and timeframes
- Meet with customers and/or sales representatives to assess project needs
- Develop working drawings, interior plans, and construction documents
- Prepare and submit accurate and timely customer quotes
- Work cross-functionally with other divisions to ensure one point of contact for the rep and customer
- Complete CAD drawings (including space plans, specifications and elevation details) for Welcome Home Centers and In-House Model Home projects

Qualifications for interior

- Ability to work within US Government organization and follow established processes and procedures
- California Motor Vehicle License – unrestricted
- Proven track record within the design industry
- Willingness to work a flexible schedule which may include weekends,

- Ability to drive customers from previous dealings and a from the design community
- Bachelors degree in Interior Design and at least Two Years of experience