



# Example of Junior Interior Designer Job Description

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Our innovative and growing company is looking to fill the role of junior 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 junior interior designer

- Work alongside and understand the functional organization of the project team
- Keep organized and check your work for accuracy, omissions, and legibility
- Effectively document and convey these custom requirements and design solutions to the broader design and construction team, to ensure proper execution
- Work with others development disciplines to develop coordinated schematic level handover packages for consultant design teams and contractors
- Specify FF&E and work with Supply Chain and Logistics team members to generate and manage FF&E project schedules and tracking
- Convey and maintain design intent during Design and Pre-construction/Bidding phases, and support selection of products and vendors
- Coordinate and collaborate with team across disciplines to ensure successful delivery of projects, from design through opening and closeout phases
- Effectively move and transition based on need among project teams to address changes in project pipeline
- Demonstrate leadership skills in assisting team to produce quality projects
- Effectively take direction and fulfill tasks to document and convey design requirements and design solutions to the broader design and construction team

## Qualifications for junior interior designer

- Experience of Vray render engine, InDesign and 'KeyNote' for Macintosh a plus but not essential
- May attend client meetings, research and analyze the client's goals and requirements, and develop a programming outline
- Bachelor's degree in Interior Design or related field from an accredited university, NCIDQ or in the process
- Computer literate (word processing, spreadsheets, project applications)
- Working knowledge of furniture design and specification software
- Good verbal and written communication skills in English and in French