

Job Description

JOB TITLE	INTERIOR DESIGNER
CLASSIFICATION	Non-Exempt
REPORTS TO	EVP Furniture & Operations

POSITION PURPOSE

As an **Interior Designer** for **Interiors by Guernsey**, your position generally involves generating design drawings and product specifications for current and potential clients. You will provide consultative services in support of our Sales Team, and their clients and prospects.

DUTIES AND RESPONSIBILITIES

CREATE DESIGN DRAWINGS

- Using AutoCAD Architecture 2018 software, create digital space plans of furniture and related products, floorplans, and elevations in 2D and 3D.
- Experience with CET software would be a plus but not required
- Create revisions of drawings, floorplans, and elevations.
- Create final drawings for installation purposes.

CREATE PRODUCT SPECIFICATIONS

- Using 20/20 Worksheet Furniture Specification Catalog software, create Product Lists (.sif files) from drawings and images.
- Update and revise Product Lists (.sif files).
- Label and digitally store drawings according to company policies and procedures.
- Attach digital drawing files in Furniture Command Center (FCC), our project management software system.

WORK WITH SALES REPRESENTATIVES AND CLIENTS

- As needed or requested, assist Sales Representatives in selecting products, fabrics and finishes.
- As needed or requested, prepare Design boards with Sales Representatives
- As needed or requested, attend client meetings with Sales Representatives
- As needed or requested, Interact with clients and their affiliates prior to and during installation of projects.

DESIGN DEPARTMENT MANAGEMENT

- Assist with ordering of design samples, product literature, and other collateral materials
- Help sort and organize design samples kept in both the Design Department and the Design Library
- Help sort and organize product literature
- Assist with monthly 20/20 Worksheet software catalog updating
- Assist with Showroom design, specifications, product ordering, and sample tracking

NOTE: This job description is meant to serve as a guideline for the general tasks of position. Other tasks and responsibilities may also be required as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Good people management skills
- Excellent customer service skills (friendly, courteous, helpful)
- Computer proficiency and aptitude to operate commonly used technologies
- Ability to work effectively in a team environment with colleagues
- Ability to effectively plan and set priorities to reach goals
- Strong analytical skills and attention to detail
- Excellent communication and organization skills
- Full understanding of company policies and procedures

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to operate a computer keyboard; reach with hands and arms; talk or hear; stand; walk; and sit. The job includes extensive use of close vision to endure long periods of time looking at a computer monitor and working with paperwork.

RESPONSIBILITY AND DECISION-MAKING AUTHORITY

The employee is empowered to satisfy customer needs by assigning resources and services to them that fall within the scope of those we regularly make available to our customer base. Extraordinary commitments of resources must be approved by Guernsey management prior to offering to the customer.

WORKING RELATIONSHIPS

The employee will work with the sales staff, as well as the managers and staff of all departments to perform the duties of the position. Effective collaboration with all members of the Guernsey team is essential to performing the job effectively.

OTHER REQUIREMENTS

Communication – The employee must be accessible by phone, email and all commonly used devices and platforms to provide a responsive level of service to their customers.

Employee Signature: _____

Date: _____

Manager: _____

Date: _____