

Job Description – SRS Design is currently seeking an inside Interior Designer. This professional will have strong organizational and communication skills. They will identify all finish selections for builders on model homes, spec homes and with home buyers as well as work with individuals on a variety of projects from flooring, window treatments and furniture.

Feb, 2016

Job Title: Interior Designer

Classification: Base, plus commission

Reports To: Owner of SRS Design

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interior Design Work –

1. Represents SRS Design on builder and individual accounts to meet their Interior Design needs.
2. Work with buyers, specs and model homes, for all finish selections.
3. Ability to read and interpret blueprints, do take-offs and prepare estimates from the take-offs. (Training for take-offs and estimates will be covered during SRS training)
4. Draft furniture plans and elevations. (software not necessary)
5. Assist owner on various design projects and tasks related.
6. Stay informed on industry trends.
7. Generate finish schedule and communicate selections to builder.
8. Generate work orders.
9. Write PO's and forward to Purchasing Agent – timeliness is essential.
10. Invoice builder or client after installation.

Customer Service –

1. Take phone calls from installers, builders and clients – meet them on the job, answer questions/troubleshoot when needed.
2. Educate clients on all services SRS Design offers
3. Proven ability to prioritize in order to meet deadlines and provide high quality services to clients.

Social Media –

1. Assist in updating all platforms (Facebook, Pinterest, Twitter, Houzz) for SRS Design. (not required, but a plus)

Other Responsibilities –

1. Follow the policies and procedures stated in the SRS Design Handbook.
2. Perform all other duties assigned by owner.
3. Meet installers, builders and clients at night and/or the weekend, when necessary, to keep the job running smoothly.
4. Provide support for other departments (showroom duties, scheduling or measuring).

QUALIFICATIONS:

1. Bachelor's or AAS degree in Interior Design
2. 2-4 years of experience
3. Customer Service oriented
4. Ability to build trust and relationships with clients, subcontractors and office staff
5. Ability to work independently with minimal instruction or supervision
6. Strong organizational skills
7. Ability to maintain confidentiality in all matters
8. Knowledge of Excel
9. Knowledge of Power Point or other presentation software
10. Personal presentation skills
11. Ability to effectively meet deadlines
12. Ability to communicate effectively, both verbally and in writing

PHYSICAL DEMANDS:

1. Must be able to communicate clearly with people face-to-face, by telephone and e-mail.
2. Lifting required – pull samples and transport in showroom and/or to jobsite.
3. Sits for long periods of time while operating computer.
4. Operates computer keyboard, copy machine and printer.
5. Occasional travel required