

# INTERIOR DESIGNER

## JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

<b>DEPARTMENT</b>	Design Lead / Team Lead	<b>COMPENSATION</b>	Salary
<b>POSITION TYPE</b>	Full-Time	<b>TRAVEL</b>	Minimal
<b>CONTACT</b>	Chuck Radabaugh		

We are seeking an organized, proactive and efficient Design Leader to join our team. This is a leadership position designed to coach, guide, and manage the project design team. In addition, this individual is responsible for activities related to the design, space planning, layout, and specifications of commercial-grade office furniture and systems products. Coordinates and implements detailed space plans to address customer space requirements within allotted time and budget constraints.

### PRIMARY RESPONSIBILITIES AS DESIGN LEAD:

- Work closely with design team on a daily basis to coach, motivate and guide.
- Ensure designers are properly trained (new hires as well as experienced designers)
- Execute onboarding for new hires in American Interiors processes and MillerKnoll products and procedures.
- Coordinate project load distribution/assign projects to design team members weekly
- Ensure time management goals are being met by all designers
- Implement processes and procedures
- Participate in design staff annual reviews with the Managing Director and Director of Design.
- Coordinate vacation schedules amongst design team

### BASIC QUALIFICATIONS:

- Strong leadership skills
- Excellent customer service and interpersonal skills
- Problem solver and innovator
- Computer literate (word processing, spreadsheets, project applications)
- Good verbal and written communication skills
- Ability to work with mathematical concepts
- Ability to prioritize and manage multiple tasks

### PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Interior Design/Interior Architecture
- Proficient in AutoCad
- Proficient in CET Designer
- Experience in CAP 2020
- Experience in Core, a plus

### BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.