

Position Description

Senior Designer

Department: Iworkplace
Reports to: Director of Sales and Marketing

Position Summary

Manage and coordinate Interior Design projects for Iworkplace design, llc.

This job description illustrates the essential duties of this position. It does not prescribe or restrict the tasks that may be assigned.

Expectation of Employee

- Adheres to Qub'd International, dba Iworkplace design, llc., policy, procedures and practices either written or implied.
- Provides timely, professional and quality customer service to both internal and external customers.
- Contributes to the overall team effort by supporting other work areas as workload permits.
- Maintains a positive and respectful attitude at all times.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.

Essential Duties & Responsibilities

- Manage incoming projects by assessing needs, coordinating timelines, and delegating to appropriate personnel
- Coordinate and oversee all phases of project to include: planning, purchase and install through completion of projects
- Develop project timelines and manage project schedules
- Attend all construction meetings, process submittals and approve site work
- Accomplish programming through client meetings
- Manage project for budget compliance
- Work with clients, vendors and contractors to develop plans to meet project parameters
- Prepare and present project plans and reports
- Present information on budget and build-out costs
- Design and integrate interior design elements, lighting and electrical requirements
- Create color palettes of interior finishes including artwork selection and building signage
- Create finish boards, sketches and interior renderings
- Prepare and present space calculations based on usage and code compliance
- Produce construction documents using AutoCAD and specialized design/space planning software
- Conduct furniture evaluation and recommendation by verifying existing product and specifying new product
- Identify appropriate product alternatives, based on budget and functional requirements
- Provide specification information and recommendation on proposed products
- Develop specification lists, parts lists and furniture installations plans
- Provide project management services for new or remodeled construction to include coordination with clients, vendors and contractors
- Provide oversight and review of design solutions through completion of projects.

Knowledge, Skills, and Abilities

- Excellent customer service skills
- Skilled in AutoCAD 2002
- Knowledge of office furniture specification software
- Understanding of color, lighting, space and ambience
- Excellent oral and written communication skills to include presentation experience
- Ability to manage multiple priorities and deadlines
- Demonstrated history of successful projects
- Ability to lead and mentor junior employees
- Ability to work with minimal supervision while assuming lead role in team environment
- Strong organizational skills and attention to detail

Minimum Qualifications

Bachelor Degree in Interior Design

Three to five years experience working with an interior design firm or architectural firm
Three to five years project management experience in an interior design field
Three to five years experience designing and space planning office systems furniture

Initial _____

Preferred Qualifications

Three to five years experience designing and space planning Steelcase office systems furniture

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand, walk, sit, climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, risk of electrical shock, and vibration. When in the office, the noise level is usually moderate. The employee may be required to work occasional nights and/or weekends and must regularly interact with co-workers and the public.