



Position Description			
Job Title:	Interior Designer	Date:	June 2022
Reports to:	Director of Design	Department:	Design
Location:	Greenville, SC	FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Summary
Ensures that all client expectations are met by managing the design process in its entirety and creating detailed furniture plans that include all specifications and finishes. Works closely with sales and operations to help manage the design process from start to end.

Position Responsibilities- Essential
<p>This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.</p> <ul style="list-style-type: none"> Assists in the management of the design process from start to finish. Assists in the management of the client programming process. Resolves all customer concerns regarding space, layout, and utilization of new and existing furniture Selects all furniture specifications and finishes based upon the client communication and programming process. Studies, researches and plans various styles of furniture design and trends. Maintains proficient knowledge of all major product lines. Maintains working knowledge of building codes and other construction related elements associated with the design. Generates sample designs using computer-aided design (CAD) plans, boards, sketches, binders, and 3D color renderings. Obtains approval from workplace advisor, customer, design committee, or authorized company officials, and originates scale or full-size drawing. Prepares itemized specifications Prepares detailed final designs and installation drawings. Serves as a liaison with the operations and sales departments. Assists in the evaluation of issues such as pricing, purchasing, safety, ergonomics, materials and manufacturing methods and techniques. Organizes, plans, and schedules with respect to the availability of resources by maintaining project load sheet to track projects and design time. Attends workshops, seminars, and training on various types of manufacturing and furniture design and participates in A&D community. Provides showroom assistance and library support as needed.

Position Responsibilities- Non-Essential/Other
<ul style="list-style-type: none"> Performs other related duties as assigned Assists other departments as needed.

Essential Skills and Experience
<ul style="list-style-type: none"> Excellent verbal and written communication skills. Must have a bachelor's degree from an accredited school in interior design or have a minimum of three years of experience in a related field. Must possess excellent ability to prioritize and remain organized. Excellent Customer Service skills Must have working proficiency in AutoCad, CAP, Configura/Smarttools, SketchUP, and Project Matrix Moderate Supervision required and frequent monitoring/coaching Ability to work successfully with moderate supervision

Beneficial Skills and Experience

- Proficiency in AutoCad, CAP, Configura/Smarttools, SketchUP, and Project Matrix
- Proficiency in Hedberg System
- NCIDQ recommended

Performance Success Factors

- Positive ratings on any and all formal and informal customer surveys
- Accuracy and professionalism of materials, reports and written communication

Reporting & Management Responsibilities

- This position has no direct reports

Physical and Sensory Demands

Physical Demands

Sit	Frequently	Reach Above Shoulder	Occasionally
Walk	Frequently	Climb	Occasionally
Stand	Frequently	Crawl	Occasionally
Handling	Frequently	Squat or Kneel	Occasionally
Reach Outward	Frequently	Bend	Occasionally

Lifting Requirements

10 pounds or less	Frequently	51 - 100 Pounds	Not Applicable
11 - 20 pounds	Frequently	> 100 Pounds	Not Applicable
21 - 50 pounds	Occasionally		

Pushing and Pulling Requirements

12 Pounds or Less	Frequently	41 – 100 Pounds	Not Applicable
13 - 25 Pounds	Occasionally	> 100 Pounds	Not Applicable
26 - 40 Pounds	Not Applicable		

Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

Environmental Hazards:

The job risks exposure to no known environmental hazards.

Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Additionally, employees are expected to abide by all internal control & compliance practices to: Safeguard assets from theft and misuse. Ensure segregation of duties to minimize fraud.



Comply with business ethics, applicable laws, and regulations.

Maintain confidentiality of proprietary information.

Periodically reconcile physical assets to accounting records.

Safely perform all job duties.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed