

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 of Cleveland, Detroit, Toledo and beyond. 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>Job Title:</b>	Interior Designer		
<b>Department:</b>	Design	<b>Travel:</b>	Minimal
<b>Position Type:</b>	Full-time	<b>Location:</b>	Cleveland, OH
<b>Compensation:</b>	Salary	<b>Date Posted:</b>	3.5.19
<b>Reports to:</b>	Design Team Leader	<b>Contact:</b>	Amanda Gaskell agaskell@aminteriors.com

Our Cleveland location is seeking an organized, proactive and efficient designer to support join our team. Candidates will be responsible for activities related to the design, space planning and specification of systems furniture in collaboration with the design team, sales team and project managers.

Applications will be accepted through email. Please include contact information and professional references.

#### **Roles & Responsibilities:**

- Provides professional customer interface by attending client planning meetings
- Performs programming, space planning, furniture selection, layout, product pricing, design and selection of finishes, includes as-built drawings, block plans, test-fits and finished working drawings for specification and installation
- Coordinates, develops, and reviews proposed project designs and construction plans
- Validates plans against construction, electrical engineering and Architect & Design (A&D) drawing sets as well as physical build-out
- Consults with project team on the layout, design and space planning of furniture specifications
- Prepares presentation material, including renderings
- Develops project specifications, double checks specifications against plans, assures specifications are ready for order entry and manages changes and revisions
- Works with installers and project management to ensure installation meets customer specifications
- Tracks and records design hours to specific projects for job costing

#### **Qualifications and Education Requirements:**

- Bachelor's degree in Interior Design, Interior Construction or Interior Architecture
- NCIDQ certification, PMP certification is a plus
- Proficient in Microsoft Programs, AutoCAD (Visual Impressions 2020 is a plus)
- Excellent customer service and team communication skills
- Strong organizational skills to remember the important details of each project and scope of work
- Ability to prioritize and manage multiple tasks
- Ability to work with mathematical concepts

#### **Benefits Package:**

**We treat our employees: as we would treat our clients with trust, collaboration and passion.**

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, laptop, and paid vacation.

