

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.

Job Title:	Interior Designer / Account Manager / Junior PM		
Position Type:	Full-time	Location:	Cleveland, OH
Reports to:	Director of Design & Construction / VP of Sales	Contact:	Melissa Caples mcaples@aminteriors.com

American Interiors is seeking an organized, proactive and efficient Interior Designer. The Interior Designer is responsible for activities related to our interior construction team including the design, layout, and specifications of commercial-grade interior construction solutions. Interior designers coordinate and implement detailed designs to address customer requirements within allotted time and budget constraints. This position reports to the Director of Design and Construction and VP of Sales.

Primary Responsibilities:

- Degree in Interior Design or Architecture
- 0-5 years of commercial architecture / design experience
- Knowledge of the full design process
- Proficient use of computer aided drawing programs including REVIT and AutoCAD; and presentation tools including software like Microsoft Office
- Knowledge of 3-D computer modeling skills (Revit, Sketchup, 3D Max, Rhino etc.) a plus
- Flexibility to focus on a single client with a variety of project types or multiple, concurrent projects in various stages of development
- Ability to communicate design ideas and direction quickly to clients
- Strong interpersonal skills with all levels of management and staff
- Excellent organizational skills
- Take the clients' needs and ideas and guide them to an Interior Construction solution that will meet their needs
- Review all production information and drawings for accuracy
- Create shop drawings for clients and Design partners
- Organize and oversee projects from inception through ordering in conjunction with the Project Manager
- Understand the scope of work on site and know all the details of a project
- Coordinate on site with owners, GC's and Design partners

Basic Qualifications:

- Excellent customer service and interpersonal skills
- 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, Revit
- Experience in Enscape and the Adobe suite are a plus

