



**Job Title:** Interior Designer **Department:** Design  
**Reports to:** Mark Sneed - President **Date:** December 2018

**Purpose of Position:** To increase sales of products and services through the development and presentation of space planning, design, and project specifications. To work closely with the client to interpret their needs and bring their space to life, while providing the highest level of customer satisfaction.

**Major Responsibilities:**

**Planning and Design**

- Provide technical skills in the planning and design of workspace environments.
- Conduct surveys, site verifications, inventories and other services related to obtaining accurate information to analyze client/project needs.
- Apply knowledge of AutoCAD, 2020 CAP, and CET Designer to appropriately design projects.
- Provide accurate and timely drawings and specifications.
- Provide technical assistance for installation.
- Maintain current knowledge of developments and trends in the contract furniture industry with related products, applications, design concepts, work styles, ADA and ergonomics.

**Project Administration**

- Complete required reports in a timely, accurate manner.
- Ensure professional management of projects through completion.
- Be responsible for meeting deadlines.
- Assist in preparing design contracts and design time estimates.
- Maintain and archive thorough, detailed documentation on all assigned projects.
- Follow personnel and departmental policies and procedures.
- Participate in installation and post installation site visits as required.
- Maintain current and accurate project sheets for billable services.

**Communication Skills**

- Participate in client presentations on furniture layouts, space plans or other design solutions.
- Guide clients to interpret their functional and aesthetic requirements thorough the design process while developing a clear understanding of the design intent.
- Communicate relevant design information to customers and team members in a timely manner.
- Attend scheduled meetings with clients, internal team members, and manufacturer representatives.
- Represent John A. Marshall Co. in a professional manner to all customers and team members.

## **Job Skills**

- Four-year Interior Design degree or equivalent required (preferably from a CIDA accredited university).
- AutoCAD 2015 or newer version experience required.
- Knowledge or expertise in commercial furniture.
- Commitment to enhance the customer experience.
- Excellent interpersonal communication skills.
- Ability to stay focused and meet deadlines in an environment of fluctuating priorities.
- Strong detail orientation and organizational skills.
- Willingness to work in a team environment.
- Engage with peers in the local design community.