



OFFICE FURNITURE HEAVEN

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We are looking for an Interior Design Associate to work with our Sales Team, Design Team, and Clients. They will assist clients in selecting finishes, and make space planning and layout decisions. They will also create PowerPoints for clients, and map out office interiors using AutoCAD and 2020 Cap. There will also be opportunity for advancement and growth within both the Sales and Design Department.

### **Essential Duties and Responsibilities**

- Coordinate and assist with basis of design, image/renderings and production documents with design and sales team
- Coordinate and assist interior design lead and/or interior design team with finish sampling, product and furniture research and product updates. Assist with sketches, computer-generated drawings, illustrations, and/or finish boards. Coordinate organization and upkeep of the interior design library
- Coordinate and assist Project Designer lead, and/or Design team with production of imagery, renderings or presentation materials for project team use or presentation and/or client use
- Work with architectural drawing sets
- Research and write specifications for all finish materials for office furniture
- Make and deliver PowerPoint presentations and interact with clients

### **Skills and Education**

- Creative interior design skills, with a strong working knowledge of Design
- Computer Skills: AutoCAD (2017), 2020 CAP, Microsoft Office (Word, Excel, PowerPoint, etc.), Photoshop, Adobe Illustrator
- Communication Skills (both written and verbal)
- Quick response rate for correspondence
- Able to both work independently and as part of a team
- Able to work on various projects simultaneously
- Organized, detailed and process-oriented
- Currently attending or a graduate of a Design School with an accredited program

### **Compensation and Benefits**

- Salary commensurate with experience
- Contribution to Health Insurance
- Free Lunch Fridays