

Intermediate Interior Design Opening

April Powers Interior Design (APID) is a small but mighty interior design firm that offers interior design and interior architectural services for residential and hospitality projects. We are celebrating our twelfth year of business in 2021. April's and the firm's work has been featured in both local and national publications including, *Architectural Digest*, *House Beautiful*, *Luxe Interiors & Design*, *Elle Decor*, *California Home & Design* to name a few.

APID is looking for an intermediate interior designer with 2-3 years of interior design office experience to join our team. This is a full-time, non-exempt hourly role that offers a great opportunity for growth. The role will work directly with the Principal of the firm and the design team.

APID offers a great benefit package of generous paid time off, paid holidays, and employer sponsored health insurance. We also offer an environment where one can learn and grow. APID is offering a competitive starting hourly wage for this opening and compensation is based on experience.

GENERAL RESPONSIBILITIES:

Partnering directly with the Principal and the design team on the following:

- Assist with interior furnishings, fabrics, decorative lighting, and accessories product research and sourcing
- Assist with development of FF&E budgets, specification writing, and expediting for FF&E items
- Assist with coordination with vendors throughout order production to ensure projects are adhering to schedules for completion and delivery
- Assist with production review of completed FF&E items delivered to receiving warehouse to confirm adherence to APID specifications
- Use Auto CAD to assist with development of elevation and floor plan drawings for FF&E items
- Assist with development of schedules for interior finish, plumbing, appliance, lighting, and architectural door and window hardware for submittal to contractors
- Assist with development of client presentations
- Assist with detailed site measures and surveys of existing project conditions
- Develop Meeting Notes for team meetings with clients, contractors, and vendors
- Develop weekly internal team project Action Items lists
- General office errands as needed

REQUIRED QUALIFICATIONS:

- Proficiency in AutoCAD, AutoCAD LT
- Proficiency in Microsoft Excel and Word

- Proficiency in Adobe Creative Suite specifically Photoshop and InDesign
- Proficiency in furniture order development, placement, and expediting practices
- Familiarity with showrooms and products at San Francisco Design Center
- Bachelor's or Master's degree in the field of interior design
- Ability to thrive working in a close team environment
- Great organization skills
- Very strong communication skills, attention to detail, and strong problem-solving skills
- Customer service skills
- Desire to be diligent and have the ability to work on multiple projects simultaneously
- ***A minimum of 2-3 years of interior design office experience***

PREFERRED QUALIFICATIONS:

- Microsoft Outlook experience is a plus
- Studio Designer experience is a plus
- SketchUp experience is a plus

To Apply: We are looking to bring this role onto our team as soon as possible. Please submit a resume, cover letter, a portfolio and/or at least two work samples and list of 3 references via email to: info@apowersinteriors.com. Please reference 'Intermediate Interior Designer Position' in the subject line of your e-mail.

This role is in-office only, no remote applications please.