

JUNIOR INTERIOR DESIGN POSITION: FULL TIME

We are looking for a junior interior designer with at least 1-2 years of interior design office experience.

RESPONSIBILITIES:

Working directly with principal and design team on the following:

- Specification writing and order expediting
- Coordination with vendors throughout design and specification process to procure product quotes and to ensure timely delivery of ordered items.
- Development of design intent drawings for custom furnishings
- Utilization of Auto CAD for elevation and plan drawings, furniture lay-outs, custom furniture, carpet, rugs, and lighting design intent drawings as needed
- Assist with presentation preparation
- Assist principal and interior designers on projects in design development as needed
- Office and project errands

REQUIREMENTS:

- Proficiency in AutoCAD, AutoCAD LT (applicants will be required to take and pass an AutoCAD test)
- Proficiency in Microsoft Excel and Word
- Proficiency in Adobe Creative Suite
- Proficiency in Furniture order development, placement, and expediting practices
- Familiarity with showrooms and products at San Francisco Design Center

Must have a degree in interior design. Must be able to work in a team environment, be well organized, have strong communication skills, be attentive to details, have strong problem solving skills, a strong work ethic and have the ability to work on multiple projects simultaneously.

EXPERIENCE:

- Must have at least 1-2 years of interior design office experience
- Microsoft Outlook experience a plus
- Studio Designer experience a plus
- SketchUp experience a plus

This position is full-time.

Please submit resume, cover letter, portfolio/work samples and list of 3 professional references via email to info@apowersinteriors.com. Reference 'Junior Interior Designer Position' in the subject line. Submissions not meeting these submittal requirements will not be considered.