

Project Designer

Job Description

Duties and Responsibilities:

Coordination of all Company resources and assumption of responsibility for all elements related to the provision of professional design services in the pursuit of and service to existing and potential clients of Interior Investments, LLC.

Essential Functions:

Employee must possess, acquire and/or maintain a working knowledge of professional design in the following areas:

1. Employee must develop a working knowledge of design specific software programs used in the performance of their job responsibilities including AutoCAD and CAP and such other software programs as may be used in the performance of duties as a professional designer.
2. Employee must develop a practical, working knowledge of the specific product lines represent by Interior Investments, LLC. Working knowledge should include but not be limited to approved manufacturer product design and application, product specification and technical specifications.
3. Employee must develop an understanding of applicable codes, ordinances and regulations governing the design and installation of the specific product lines represented by Interior Investments, LLC. This knowledge should include but not be limited to practical application of the National Electric Code, Chicago Electric Code, National fire Code and the American's with Disabilities Act. Additionally, employee should be aware of relevant ergonomic and health safety issues related to work station design.
4. Employee must develop an understanding of the design process and all practical and technical aspects of each step in the process including but not limited to:
 - Project Initialization
 - Programming
 - Blocking and Space Planning
 - Interior Design
 - Product Specification, Pricing, Discounting and Verification
 - Installation Drawing Preparation, & Coordination
 - Custom Furniture Design
 - Project Documentation
5. Employee must become competent in the creation and delivery of professional design presentations to end users and interior design and architectural firms.

In addition to the foregoing, employee must:

- Comply with all policies and directives of the company and conduct all business affairs in an ethical and professional manner.
- Refrain from any action or instruction to other designers, employees of the company, vendors, or clients that conflict with accepted business ethics.
- Manage their daily activities efficiently for effective time management.

- Provide prompt and effective follow-up of tasks and responsibilities.
- Perform professional design duties accurately.
- Maintain accurate records of conversations, meetings, expenses, and transmittals.
- Maintain cooperative relations with all internal departments and fellow employees.

Employee shall, except during periods of vacations, illness or disability, devote his/her full and undivided attention to his/her duties and responsibilities to the company. Employee shall devote to the performance of his/her duties hereunder a minimum of eight (8) hours each day, Monday through Friday. During his/her employment hereunder, Employee shall not engage in any other business activity including, without limitation, working in exchange for compensation for any other entity or person or being self-employed, that would in the sole determination of the Company, interfere with his/her responsibilities or performance of duties.