

Interior Designer Job Description



Job title	<i>Interior Designer</i>
Reports to	TBD

Job purpose

The Interior Designer manages all Design Finishes and Furnishings for Brighton Projects and helps with Project Coordination.

Duties and responsibilities

The Interior Designer oversees all Design Finishes and Furnishings for Brighton Projects, which includes collaborating on Project Coordination. The Designer will meet with new homeowners to determine the design from conceptual development to executing the design. This role visualizes client goals, sources products and materials and determines costs.

Duties include, but not limited to:

- Manage Design Finishes for all construction projects to include but not limited to:
 - o Interior Selections
 - o Exterior Selections
 - o ARB Submittals for Exterior Design Selections
 - o Distribution of Selection's
 - o Builder Trend Selections updates
 - o Client Schedules
 - o Subcontractor/Vendor Communications
 - o Interior Furnishings Layouts
 - o Curated Interior Furnishings (FF&E)
- Client Walk-throughs
- Scheduling client visits
- Reporting of project status to Project Manager's
- Work with Architects and Contractors on design changes to plans
- Review and Coordinate job specifications with team
- Attend all pre construction meetings with the team and with clients.
- Solicit new construction opportunities for Brighton Builders
- Coordinate and be involved in the Pre-Construction process
- Undertake design project from concept to completion
- Interpret and translate customer needs into rough plans
- Set costs and project fees according to budget
- Research and follow industry changes, evolutions and best practices
- Work closely with architects and contractors
- Track execution of client approved work, including project deliverable dates and issuing reminders to team member when applicable
- Provide clients a professional design experience by preparing and delivering interior design selections and options aligning with budget expectations.
- Prepare curated design packages using a design library to facilitate clients making confident decisions.
- Provide clients with design expertise including product information, material characteristics, sketches, and samples.

- Prepare for client meetings including homeowner presentations, samples and mood boards.
- Knowledge of projects including project status and clients.
- Maintain organized and current project files including correspondence, materials, etc.
- Establish relationships with local vendors for sourcing and samples.
- Work with Company Leadership to establish proper meaningful standards tied to performance goals.
- Other duties as assigned.

Qualifications

Qualifications include:

- Be able to work in a fast-paced environment
- Possess great customer relations and customer service skills
- Interior Designer: 5 Years (Required)
- Customer Service: 5 Years (Preferred)
- Must have experience in selecting interior specifications / finishes for Architectural drawings.
- Client facing experience with strong customer service and listening skills.
- Experience with design software (e.g. Photoshop). AutoCAD and / or Revit a plus.
- Must have exceptional written and verbal communication abilities and understanding of most current design trends for residential construction.
- Time management abilities and handle multiple projects at one time
- Creativity skills and problem-solving aptitude.
- Experience designing luxury homes.
- Outgoing, detail oriented, self-motivated designer committed to providing a quality client experience.
- You have the ability to motivate and lead others and provide a positive and productive work environment in a fast-paced workplace.
- You can collaborate with a team with creative and out of the box solutions.
- You will be anticipatory of client needs and strategic in problem solving.

Working conditions

This position works in the Brighton Builders office in Bluffton, SC. Office hours are Monday-Friday from 8 am to 5 pm, with the exception of recognized holidays. This position also requires onsite visits to construction job sites, where Personal Protective Equipment is required to be worn at all times.

Physical requirements

This position has prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. This position also requires visits to construction sites which require climbing over items and being aware of your surroundings for safety reasons.

Direct reports

List by job title any positions to be supervised by the incumbent.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>