



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Interior Designer III / IV

Summary

As Interior Designers, these professionals are involved in all aspects of the design process. They must be able to understand architectural drawings. They must be able to use relevant software and have excellent graphic skills. They must have excellent presentation and interpersonal skills, as well as good oral and written communication skills. They must work well in a team environment and are organized and be able to meet project deadlines. They must be knowledgeable in current industry standards related to materials and other elements, as well as keep themselves up to date with new technology and materials that are available in the market place. They must read relevant professional journals, attend additional interior design classes and relevant workshops. They will be required to travel to visit places or to look for new ideas relevant to their profession. In addition, they may train or help to train new interior designers.

Classification

Exempt / Salaried

Job Code

HI-INTDSG

Essential Functions

Job Functions

- Assisting in the completion of architecture/design projects on behalf of HDF/HI.
- Plan, design, and furnish interiors of residential, commercial or other building types.
- Subcontract fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items.
- Coordinate project's design requirements with HDF team and various departments
- Coordinate with various consultants
- Set costs and project fees according to budget
- Research and decide on materials and products sourcing
- Produce "sample" and "mood products"
- Supervise work progress
- Work closely with design team, decorators, architects and constructors
- Sketch preliminary design plans, including electrical layouts
- Specify materials and furnishing, such as lighting, furniture, wall finishes, flooring, and plumbing fixtures
- Create a timeline for the interior design project and estimate project costs
- Perform other duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Personal Organization
- Written / verbal Communication skills
- Presentation skills
- Project management
- Interpersonal Skills
- Adaptability/Flexibility
- Problem Solving/Analysis

Additional Eligibility Qualifications

- Fluent in AutoCAD and/or Revit (BIM a plus), Adobe Photoshop, Sketchup, MS Office (Word & Excel), and other 3D and Rendering Software.

Supervisory Responsibility

No

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Travel

Some travel may be expected

Required Education & Experience

- 5-8 years of experience as an Interior Designer in two (2) or more of the following project types: High Rise, Mixed-Uses, Commercial/Office, Commercial/Retail, Multifamily Residential (Luxury Condos & Apartments), Hotels & Resorts, and Restaurants
- Bachelor's degree in Interior Design or similar
- Expertise in layout, color, lighting, materials section, custom furniture and all installations
- Excellent portfolio of previous work

Preferred Education & Experience

- ID Registration

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited

to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com