
ADEAS . INTERIOR . DESIGN

Clemens Rd Ste 2A
Westlake, OH 44145
Contact: serena@adeasdesign.com

Junior Interior Designer

Job Summary

- Energetic, detail-oriented Interior Designer who works well independently and in a fast-paced group setting
- Works seamlessly with the design team in overseeing and managing long-term, high-end residential and hospitality projects from concept through procurement and installation

Essential Duties and Responsibilities

- Primary responsibilities will include leading the drawing and documentation of the project during the design as well as management of the scope, schedule and budget during construction, which includes coordination with clients as well as contractors and fabricators.
- Equally responsible for making client feel comfortable and confident in the teams ability to manage the project
- Meets with contractors and subcontractors regarding all interior elements and any other needs of the interior space.
- Space planning furniture layouts and selecting and specifying the design elements for client projects from concept to completion
- Sourcing bespoke furniture design, fabrics, lighting, art, and finishes
- Job site visits to communication project requirements and design intent
- Preparing renderings, and graphic layout for client presentations
- Create thorough and detailed proposals while maintaining budgets for multiple clients
- Working directly with procurement manager to ensure all orders are placed correctly
- The ideal candidate must have good communication skills, be hands-on and open-minded and have a desire to work in teams with multiple designers, builders and developers.
- Must be a people person, know how to connect well with different personalities and take pride in caring for our client's needs.
- Multi-tasker to the highest level, working well under pressure and able to tap into creative mindset during the most intense situations.

Job Qualifications

- Education: Bachelor's degree in Interior Design or Architecture
- Experience: 3-5 years of related experience
- Possess strong customer service skills for interface with clients, vendors and contractors
- Must be able to manage several projects and once and be extremely organized
- Must have a understanding of managing project budgets and timelines
- Must have strong AutoCAD, Adobe Creative Suite (Photoshop, Illustrator, InDesign) SketchUp, Microsoft Office