

Designer

Description

Responsible for designing and supporting the installation of client projects and providing quality work in a timely manner while ensuring a high level of customer satisfaction.

Responsibilities & Duties

- ❑ Develops layouts and specifications and checks all plans for design integrity, completeness, and compliance with CAD requirements.
- ❑ Assist in the project schedule and installation with the client, sales, customer service and installation team.
- ❑ Maintain contact with clients during critical phases of each job, including site visits.
- ❑ Verify space prior to order entry to ensure furniture fits.
- ❑ Meet weekly and as needed with Team members including sales, customer service and installation.
- ❑ Maintains current knowledge of industry, products, as well as trends in design.
- ❑ Performs other duties as needed.

General Requirements

- ❑ BA or BS Interior Design, Architecture, or a related field.
- ❑ AutoCAD, Windows & MS Office experience.
- ❑ Detail Oriented. Well organized.
- ❑ Interpersonal and communication skills to deal effectively with a wide range of people, both within and outside the company.
- ❑ Commitment to professionalism, integrity and sound judgment in providing the highest level of customer satisfaction.

Reports to: Director of Design

Email: dernst@millingtonlockwood.com