

# Interior Designer / Technical Designer- Specifier

**Inside the Lines** is looking for a tech savvy Interior Designer / Technical Designer-Specifier with a background in design and who can effectively and accurately develop, plan and craft project deliverables based on project intent and building requirements.

## Preferred Qualifications

AutoCad

2-4 year degree in Interior Design, Interior Architecture, or comparable  
Contract Office Furniture Industry experience

## Designer-Specific Responsibilities

- Participate in client meetings when discussing project guidelines to determine design intent
- Perform site field measurement verification as required and convert to accurate AutoCad drawings if necessary
- Effectively and accurately develop, design and specify all aspects of a project to meet design intent and scope of work
- Understand client requests and translate into creative, unique and successful design alternatives
- Coordinate presentation materials and finish boards
- Provide accurate drawings, renderings and specifications for client deliverables
- Review product specifications for accuracy and cost effectiveness
- Audit final specification prior to submittal and/or order processing
- Provide product specifications for quote and order entry
- Produce Installation packages that clearly convey and communicate design intent for successful and efficient project installations
- Create post occupancy as-built drawings as reconciled by punch list completion and installation notes
- Understand interior finishes and be able to make selections relating to furniture, walls, and carpeting

- Participate in regular product education for thorough understanding of core manufacturer products and capabilities
- Track and record time accurately and thoroughly per project
- Research COM and CR applications for availability and pricing
- Develop, design and communicate custom solutions to vendors
- Organize and maintain project files per company standards
- Attend project meetings and/or installations as necessary
- Maintain design services library
- Discard or recycle discontinued samples
- Oversee binder and finish updates, order new samples as necessary
- Keep entire staff informed of new product, literature and/or sample updates
- Present during staff meetings
- Understand electrical and construction materials in relation to contract furniture design
- Basic knowledge of egress and ADA codes
- Prepare and analyze bids/proposals for completeness and technical issues
- Organize and maintain project files consistent with corporate standard

### **Other Required Skills**

- Strong aptitude for problem solving
- Excels at time and project management.
- Strong communication skills – written and oral
- Strong attention to detail
- Ability to work independently and in a team environment
- Ability to read floor plans, blueprints, and engineering drawings
- Good organizational skills
- Energetic and positive attitude
- Ability to work within tight time frames and stressful situations
- Punctual and reliable
- Ability to learn industry specific rendering and specification software: CAP, 20/20, CET Storyboard

### **Team Skills**

- Represent ITL in a professional manner, developing new prospects and interacting with existing customers, to increase sales of products and services  
meeting all company sales objectives
- Work with sales management to identify and recommend areas of improvement
- Gain a thorough understanding of ITL marketing tools and resources
- Maintain organized and clean showroom
- Open to learning and constructive criticism, yet willing to share thoughts and ideas
- Flexible to new roles and responsibilities as opportunities arise
- Participate in all required sales meetings

### **Relationship Skills**

- Relationship-focused: Long-term, value-based relationships with customers and vendors
- Comfortable in social events, client meetings and lunch and learns

**Benefits:**

Salary: \$42-60k based on experience

401k eligibility after 1 full year of employment (starting on January 1st)

Insurance: Employee Premium supplemented by ITL pay 50% of cost with HSA accounts available. Insurance available after 90 days of employment

Accumulative PTO starting at 12 days after first 90 days of employment. Growth to 5+ additional days starting 2nd year of employment

12 paid holidays, 5 floating to apply where necessary

Yearly Team Bonuses based on sales goals

**Hours & Location:**

Work Hours:

8-5 Monday-Thursday in-office 8-12pm Friday in-office

Location: ITL Office, Columbia, Mo 65202

How to Apply:

Send application and resume to Leah Herling

leahh@insidethelines.net

Please call to ensure the application has been received and processed