

### Senior Interior Designer & Furniture Specifier / Coordinator

Persons employed by the firm in this position are expected to provide professional design and project management support for all projects of the firm as directed by the Principals. Professional licensure with the State of Florida must be maintained.

#### Responsibilities Include:

- Design Services
  - Determine client's goals and project requirements (Programming) and Space Panning
  - Develop Space Plans, Circulation Diagrams & Feasibility Sketches that enhance the function, safety and aesthetics of interior spaces
  - Field measure owner's existing facilities and existing furniture as needed
  - Sketch schematic plans and work with other staff to incorporate into the CAD/BIM design documents
  - Plan / sketch interior architectural details such as built-in millwork, moldings, soffits, wall panels, etc.
  - Specify finish materials and furnishings including furniture, wall finishes, flooring, art, window treatments and specialty lighting and plumbing fixtures to be approved by the Principals and clients
  - Read, interpret and review architectural and engineering drawings and contractor/manufacturer provided shop drawings and submittals.
  - Maintain a general knowledge of building and accessibility codes.
  - Coordinate lighting, power, data, etc. requirements for furniture and spaces with electrical engineering sub-consultants
  - Assist Principals with project cost estimates and project schedules for clients
  - As appropriate, place orders (or facilitate Client Purchasers) for materials, furnishings and décor and oversee/coordinate installation by internal staff or external partners
  - Log / track payables & receivables as it relates to furniture and interior specialties
- Growth & Leadership
  - Search for new project opportunities
  - Assist in collection and record keeping of historical project data
  - Participate in preparation of interviews for potential projects
- General Office
  - Oversee the organization and management of Office Library for Sample Materials, Fixtures & Systems
  - Communicate, coordinate, & interact with Manufacturer's Representatives
  - Manage furniture dealer responsibilities of the firm's affiliated furniture manufacturers, including sales tax reporting (when applicable)
  - Assist Principals with ongoing updates at STA's office space.
  - Provide assistance to Director of Operations & Office Coordinator with:
    - Coordinating "Lunch & Learn" & Continuing Education Events
    - Log / Track Continuing Education hours for Licensed Professionals
    - Development of Project Manuals / Project Specifications
    - General / Miscellaneous Clerical & Administrative Tasks
    - Occasional / Intermittent off-site errands & deliveries, such as delivering material samples, drawings, etc. or general office supplies

#### Essential Job Functions

- Ability to work typical 8-hour workdays, 5 days a week
- Ability to stand, sit, or walk for extended periods of time
- Able to grasp, lift and/or carry up to 35 pounds, as needed
- Maintain a neat, clean and well-groomed professional appearance
- Finger/hand dexterity to draw design ideas, operate a computer, and perform field measurements
- Maintain hearing, visual and sensory ability to observe/document spatial and environmental conditions and differentiate/articulate/select color and material finishes
- Provide clear and effective spoken and written communication, feedback and direction through verbal acuity and basic math aptitude, interacting with both internal staff and external clients, consultants, and business partners
- Perform all tasks in an organized manner with a customer service-oriented approach and attention to detail

#### Required

Minimum of 10 years of experience in Commercial Interior Design.

Please send resume and portfolio to Candice Hyatt, Director of Operations,  
candice@straughntrout.com