

# HamiltonAnderson

## Senior Interior Designer

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FLSA Status: Full-time Regular Position, Overtime Exempt  
Report to: Director of Design  
Work Schedule: Flex schedule reviewed and approved by Design Principal / Director  
HAA Target Ratio: 85-95%

### Education/Experience:

- Professional degree in Interior Design or Architecture from an accredited school
- 8+ years of commercial interior design experience (post-graduation), preferably with an architectural firm
- Proven experience of developing interior projects from initial programming through construction administration and completion
- Strong technical competence and proven experience in the production of construction documents
- A portfolio that showcases your creative talents and design solutions based on best practices
- NCIDQ certification preferred
- LEED certification a plus

### Knowledge, Skills and Abilities:

- Manage and lead interior design process through the span of a project to conform with the scope, budget and time constraints
- Strong knowledge of building design, materials/maintenance, building codes, and construction methods
- Experience in construction administration and bidding
- Current knowledge of the furnishing industry with an ability to select, budget and specify
- Current knowledge of construction materials, fixtures and equipment specifications
- Color/material scheme research and application
- Develop and execute construction documents
- Ability to design and detail custom millwork/casework
- Sketching and rendering skills
- Proficiency in Revit, AutoCAD, Sketch Up and Microsoft Office software
- Familiarity with Adobe Creative Suite (InDesign, Photoshop and Illustrator) a plus
- Prepare outstanding graphics for design proposals and materials
- Strong verbal and written communication skills, ability to communicate with confidence and professionalism
- Creative, self-motivated, focused, detail-oriented, works well in a collaborative environment
- Strong leadership and relationship-management skills
- Ability to handle multi-task responsibilities with flexibility

### Responsibilities Include:

- Lead design and team on small and large projects within a variety of project types
- Oversee and mentor junior staff in the production of design development and construction documents
- Ability to develop strong collaborative relationships with consultants, fabricators, distributors, and vendors
- Manage and maintain client relationships and expectations
- Responsible for meeting project deadlines and budget constraints
- Attend design shows and conferences