



200 Park Ave South | Suite 1401 | New York, NY 10003

JUNIOR INTERIOR DESIGNER

4-day Work Week Optional

High-end residential Interior Design firm seeks experienced Senior Interior Designer for a full-time, in office, position in our Union Square, New York City Studio. The qualified candidate will have the potential opportunity to become a member of the firm's leadership group. Salary and benefits are competitive and based on experience and skill level. You will be joining a highly talented team of architects and interior designers in a healthy, up-beat design-oriented studio. We have a newly renovated fantastic large office with sweeping city views.

Description

We are seeking talented candidates with strong communication and interpersonal skills, including the ability to effectively communicate intent, plans, status, issues, alternatives, solutions, and to resolve conflicts.

Candidate must also have the ability to communicate with high-profile clientele.

Applicants must possess an interest in and the ability to work with a fast-paced team and work with Principals, as appropriate.

The candidate must be a strategic thinker who pays attention to detail. They will possess the skills to execute projects with style, flexibility, and charisma within a collaborative design studio.

Candidates should have a strong background in high-end interior design in New York City and be capable of working efficiently under deadlines. All applicants should be highly organized, self-starters who are flexible to work on a variety of projects. Applicants must have strong communication skills in order to work well within a team setting but also have enough experience and drive to work autonomously.

Tasks and Responsibilities

General Responsibilities

- Create client presentations under the direction of the senior designers
- Prepare pricing, images, samples for client meetings
- Research or source pieces as needed for the senior designers
- Obtain vendor invoices for furniture, fabric, window treatments, decorative lighting, and all other interiors related items
- Create purchase orders for client approval
- Submit purchase orders to clients for approval
- Purchase approved orders; maintain accurate records of client purchases
- Act as a liaison between the client and vendor for purchases, deliveries, and any questions or issues that arise
- Liaison with the Architecture team as needed from project design thru completion
- Create furniture floorplans as well as creating elevations, layouts, or updating furniture pieces as needed

DHD

Architecture, PC

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- Create project budgets and update as needed
- Create project delivery schedules; monitor all order timelines with vendors to ensure on-schedule completion
- Setup deliveries of each item to storage or site, coordinating with the client, contractor, or building
- Be on site during wallpaper, lighting, and furniture installations; oversee deliveries
- Visit project sites to meet with various trades, contractors, clients, etc.
- Assist in maintaining the materials library
- Assist with completed project photoshoots including styling, set up, and breakdown
- Meet with vendors for presentations of new furniture and materials
- Attend showroom events with the interiors team
- Act as a liaison between the client and vendor for purchases, deliveries, and any questions or issues that arise with purchasing or deliveries
- Maintain a current budget, PO summary/spreadsheet of purchases for billing
- Organize POs into a project binder; scan all approved orders and vendor invoice/receipts as well as payments

REQUIREMENTS

- Excellent design, organization, communication skills
- Must be extremely organized & have a great attention for details
- Must be able to work efficiently and independently, as well as part of a team
- Must be comfortable in a fast-paced, deadline driven environment on multiple projects
- Creative and enthusiastic

Education Requirements

- Bachelor's Degree in Interior Design or Architecture

Experience Requirements

- 1-5 years' experience in the New York City market

Desired Skills

- Possess working knowledge of Adobe Suite programs (InDesign, Photoshop + Illustrator)
- Proficient in MS Excel, Office, Word
- Knowledge of Ivy or similar purchasing programs a plus!

Submission Requirements & Information

- One PDF with cover letter, resume and professional work samples
- Applicants must be authorized to work in the U.S.
- Submit application to info@dhd.nyc
- 4-day work week optional
- Salary Range: \$50-75k (negotiable depending on experience)

We are an Equal Opportunity Employer.