

Job Title:	Interior Designer	Position Type:	Part time, up to 20 hours/week
Company	SPACE, Inc.	Benefits:	No
Location:	3142 E. Vantage Point Drive, Midland, MI 48642	Date Posted:	1-17-12
Level/Salary Range:	\$17-\$22/hour	Posting Expires:	2-20-12
HR Contact:	Julie L. Hays		

Applications Accepted By E-Mail: jhays@spaceinc.net

Subject Line: Interior Designer Job Posting

Basic Job Function:

Provides design services to customers including site/inventory verifications, programming, space planning, typical development, color boards, working/installation drawings, specifications and site-to-plan review. Works closely with sales team, order entry and installation groups, as well as customers, to ensure accurate plans and specifications, conformance to client's requirements, customer satisfactory, and high quality project implementation.

Responsibilities and Duties:

Design Process

- Attends client planning meetings; presents plans and information to customer for review and approvals
- Reviews site; conducts field measurements and plan-to-site adherence checks
- Inventories existing product; produces as-built drawings/specifications
- Conducts in-depth programming and produces program report; interviews customer/end users, researches workplace requirements; analyzes space/furniture needs
- Develops and presents block and space plans; gains customer approvals
- Develops and presents color/finish boards and selections; gains customer approvals
- Develops finished working drawings for specification and installation; validates plans against construction, electrical engineering and A&D drawing sets; gains customer approvals
- Develops product specifications; double checks specifications against plans; gets specifications order-entry ready using an electronic specification program
- Manages changes and revisions
- Conducts field and punch list review with project managers and/or installation groups.

Departmental Practices

- Estimates design project time; maintains detailed daily time sheets; manages actual time against project estimates
- Assists in the writing and presentation of design proposals and contracts to customers
- Maintains detailed and extensive project documentation, including records of all key decisions, phone conversations, approvals and sign-offs, and notes from all project planning meetings
- Manages adherence to project schedule, internal budget, customer's project budget, design task completion and quality of design work
- Communications regularly to customer and team re: design project status
- Is responsible for invoice/billing management of projects assigned
- Does plotting, printing, color boards, etc. for client and team transmittals.

Coordination/Planning

- Coordinates phone, data, and computer network planning interface with electrician, customer's IT group/personnel and outside cabling vendors
- Conducts pre-installation meetings with installation group/leads; collects and transmits installation/project work order information to order entry and operations group.
- Ensures complete and accurate transmittal of project planning data to order entry/management, project management and installation groups.

Organizational Interfaces

- Conducts responsible interfaces with: client, contractor and subcontractor trades, client's A&D firm, electrician, client's IT group, etc.
- Conducts responsible interfaces with: SPACE sales, project management, customer service/project coordinator and operations/installation groups

Contract Furniture/Design Industry Knowledge

- Has strong knowledge of interior design field and current practices
- Understands workplace environment issues (ergonomics, technology integration, teaming, alternative officing, etc.)
- Has a working knowledge of the dealership's contract furniture lines, including features/benefits, pricing, application and assembly, specification options and nomenclature, etc.
- Has a working knowledge of applicable building codes, ADA regulations, National Electrical Code, etc.
- Understands contract furniture processes, including order preparation, project management, order management and delivery/installation.