

### **Junior Interior Designer Job Posting**

A small, high-end interior design firm in Tumwater, Washington is seeking an exceptional Junior Designer. This position offers an incredible opportunity for an energetic, motivated and passionate individual to grow with an established, friendly and well-respected design team.

#### Responsibilities Include:

- Report directly to Principal Designer
- Studio incoming mail, shipments, new client greeting
- Assist with research, sourcing and pricing
- Sampling and vendor follow through
- Assist with creation of proposals
- Prepare Client proposal packages (Scope of work, estimates, proposals)
- Track and manage projects In Excel and Google Drive
- Sketchup plans 3-D view development
- Create and maintain design files or binders
- Assist with creating of client presentations
- Assist with Expediting of orders, deliveries and installations
- Update and maintain resource library
- Run errands and provide general designer assistance

#### Requirements include:

- Must hold a degree in Interior Design
- Proficiency in word, Excel, Google Drive & Sketchup software systems
- Extremely organized and methodical
- Excellent verbal and written communication skills
- Exceptional portfolio of work
- Some experience with all phases of Interior Design process
- Kitchen & Bath Course or NKBA studies with a desire to pursue this area of design
- Must have a mature, pleasant and professional phone presence and demeanor
- Must have an easy communication style and work confidently with design staff and clientele
- Must be exceptionally driven and passionate about achieving excellence in your work
- Must be able to demonstrate a history of exquisite follow through skills. This award winning Interior Design firm offers a pleasant working environment in a beautiful boutique "Design Studio", competitive compensation package and opportunity for advancement for the right candidate. This position is ideal for an exceptional Jr. Designer who wants a stable, part-time, working into full-time and long-term position with an outstanding group.

Thank you and we look forward to hearing from you!  
Diane Gassman, Principal & Interior Designer, CKBD, CAPS