



JOB DESCRIPTION

JOB TITLE: Interior Designer

EMPLOYER: TCHOUAFFÉ ARCHITECTS

DEPARTMENT: ARCHITECTURE/INTERIORS

REPORTS TO: Principal Architect

EFFECTIVE DATE: 5/17/2022

SUMMARY:

Works with design team to develop and present creative, solution-based plans for clients in the areas of space planning, drafting/CAD/BIM, furniture products, color and materials application, as well as internal graphic and verbal presentations to ensure we are producing high quality project design deliverables in both construction documents and FF&E

DUTIES AND RESPONSIBILITIES:

- Establishes a relationship with clients to define their needs.
- Develops space plans; provides design concepts to meet architectural and interior design solutions.
- Develops preliminary drawings for a total project including but not limited to floor plans, elevations, 3D models and sections and selected ceiling plans.
- Recommends selection of colors, materials, furnishings, lighting, and accessories.
- Takes accurate as-built measurements for developing floor plans and elevations.
- Produces detailed architectural construction drawings.
- Ensures designs meet applicable codes and regulations.
- Develops finish schedules and prepares color books that are accurately coordinated with those schedules and construction drawings.
- Coordinates design and implementation with other disciplines including but not limited to architecture, lighting, graphics, and systems.
- Coordinates with general contractor for any changes to floor plan.
- Create design concepts and digital presentations with finish selections, furnishings, and fixtures.
- Presents design concepts and takes detailed notes to address customer requests.
- Prepares specifications and vision drawings for furniture placement.
- Reads and interprets construction documents.
- Continues personal/professional development through continuing education classes.
- Verifies and draws existing building and interior space plans, using site field measurements if applicable.
- Understands future trends in home/building design and interiors industry and develops designs based on these trends.
- Coordinates with general and sub-contractors while maintaining thorough and accurate communication and project documentation from project inception to completion.
- Monitors project budget.
- Participates in marketing and advertising programs.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Bachelor's degree (B.A./B.S.) in related field or equivalent
- One to two years related experience or equivalent.
- Proficient in REVIT/AutoCAD, 3D MAX, PHOTOSHOP and MICROSOFT WORD
- Proven organizational and follow-through skills Excellent communication and interpersonal skills
- Experience with FF&E procurement and specification
- Ability to work hours as needed to support team and meet customer expectations. Train and/or mentor other designers
- State of Georgia Interior Design License IIDA membership preferred
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Excellent presentation skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to conceptualize creative concepts
- Ability to direct and recommend cost-effective creative solutions
- Ability to work on complex projects with general direction and minimal guidance.
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Professional appearance and demeanor
- Ability to effectively communicate with people at all levels and from various backgrounds.

COMPETENCIES:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

• **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when

necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 AM to 5:00 PM. Ability to work additional hours as needed to support team and meet customer expectations is expected from time-to-time.

TRAVEL:

Minimal travel may be expected for this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.