



PHANOMEN/design, an award-winning Interior Design and Architecture Firm, is seeking a passionate and creative individual for a Full-Time Interior Designer. The hired Interior Designer will join our dynamic group and immediately be immersed in our various full-service design projects. This position is uniquely diverse, as the hired candidate will have their hands on all aspects of design from project start to finish, and play an integral role as a part of the design team.

The principal responsibilities for this position include:

1. Assisting in the selection of furniture, finishes, and lighting.
2. Field verification, including field measurement & record documentation.
3. Full construction documentation and permit, client, and contractor communications.
4. Maintaining good rapport with associated partners, i.e. builders, product sales representatives, IT providers, and delivery personnel.
5. Preparing reports such as product comparisons & project schedules.
6. Maintaining company involvement in the design community through organizational participation and representing a professional image at all times.
7. Maintaining timely, effective and honest communications with management and clients.
8. Keeping and submitting to management a weekly timesheet & an expense report.
9. Openly discussing company and/ or account concerns before taking action.
10. Helping to keeping the office clean and tidy at all times.
11. Participating in the growth of the company as a cooperative and creative member of the team and openly accepting other responsibilities requested by management.

Minimum Qualifications:

- a. The completion of a four-year undergraduate program in interior design, 3-5 years of prior professional experience preferred.
- b. Experience with AutoCAD, Excel, Microsoft Word, Photoshop, Sketch-up, construction documentation and specifications.
- c. Ability to communicate effectively and develop professional relationships within a variety of disciplines under multiple directives.
- d. Ability to generate ideas creatively in design development and presentation production.
- e. Personable, reliable, and honest with an entrepreneurial drive.
- f. Must have portfolio of professional work which includes CD's and built work (professional photos not required)

General Information:

Duration: Permanent | Start date: Immediate
Compensation: To Commensurate With Experience
Company inquiry: Please review web-site @ www.phanomen.com
Send resume, cover letter, and portfolio to: **Loree@phanomen**

Posted by: **Loree O. Everette, Founder & President**