



## Interior Designer

### Position Summary

As an Interior Designer, you will provide design expertise and consult on client projects. You will work within a cross-functional sales and design team to gather project information and develop creative and functional design solutions that meet the clients' requirements, aesthetic, and budget. You will use your in-depth knowledge of design trends, products, applications, and code requirements to co-create with the client as a trusted design advisor.

### Why IOP?

At Interstate Office Products, our purpose is clear: to create meaningful work environments where individuals can thrive and reach their full potential. We understand that the spaces we inhabit profoundly impact our productivity, well-being, and overall satisfaction. That's why we're passionate about delivering exceptional solutions tailored to our clients' unique needs.

### Our Mission

To create meaningful work environments where you become your best.

### Our Vision

We strive to deliver high quality solutions for our customers' work environments. We do this by establishing authentic and reliable relationships with our customers as a strategic partner in their organization's mission. In doing so, we are building a community of successful organizations with high performing spaces that inspire their customers and employees.

### Our Values –

**Authentic** – We act with integrity.

**Collaborative** – We partner to create a shared vision of success.

**Creative** – We design inspired solutions.

**Reliable** – We do what we say we will do.



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### Job Responsibilities

- **Design**
  - **Floor Plan Design and Creative Solutions:** Serve as the interior design expert on project teams. Create layouts that optimize space utilization and align with client expectations. Co-create imaginative and functional design solutions that enhance the sales process. Translate abstract client information into practical design concepts.
  - **Application of Insights:** Leverage IOP insights and learnings to address client challenges. Apply industry and dealership best practices to create thoughtful and unique design applications.
  - **Trusted Design Advisor:** Serve as a trusted advisor to both the IOP project team and the client. Utilize your deep knowledge of design trends, products, and applications to create meaningful environments.
- **Subject Matter Expertise:**
  - **Technical Skills:** Create design documentation, such as furniture quotes, floor plans, renderings, and installation instructions. Utilize Windows, Microsoft Office, and CET design software to produce documents that convey all necessary design information. Efficiently utilize CET for space planning, furniture layouts, and material selection. Perform field measures, product inventory, and product research to generate appropriate floor plans, furniture specifications, and installation drawings.
  - **Product Knowledge:** Keep up to date on new product offerings from Steelcase and other manufacturers. Maintain and continuously expand product knowledge and familiarity, including with competitive lines.
  - **Finishes and Materials:** Select appropriate finishes, fabrics, and materials for interior spaces. Understand the technical aspects of materials, including their performance, maintenance, and sustainability.
- **Collaboration**
  - **Project Team Member:** Work closely with sales and design colleagues. Support the project team in collection of project information to understand client requirements, aesthetics, and budget.
  - **Customer Service:** Foster client relationships through design knowledge, continual support, and flawless execution. Provide exceptional service to both internal and external stakeholders.
  - **Project Management:** Work with more than one project team and handle multiple projects simultaneously. Maintain an organized list of tasks and projects to ensure project deadlines are met efficiently.



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### Job Requirements

- **Formal Education and Experience**
  - Bachelor's degree in interior design from an accredited program
  - Minimum of two years experience as an interior designer, preferably within a commercial furniture dealership or design firm
  - Professional certification preferred or desire to pursue professional certification while in the role: NCIDQ, LEED, EDAC
- **Prerequisites**
  - Advanced computer skills (AutoCAD/Revit, 3D visualization programs, Microsoft Office)
    - Proficiency with Configura/CET (preferably SmartTools) and CAP 2020.
    - Willingness to adapt to and learn new software products as needed.
  - Strong knowledge of furniture product offerings, including competitive product alternatives.
  - Strong knowledge of surface materials and finish selections for furniture and commercial interiors.
- **Skills Needed**
  - **Communication:** Effectively convey information with excellent communication skills.
  - **Quality Assurance:** Demonstrate attention to detail and a commitment to quality.
  - **Design:** Focus on the creation of high-performance workspaces that enhance client outcomes.
  - **Continuous Learning Mindset:** Dedicate time to self-directed and mandatory continuous learning opportunities to stay updated on design trends and new product offerings.
  - **Teamwork:** Exhibit the ability to work within a project team and interact directly with clients.
  - **Problem Solving:** Undertake design challenges with a fresh and innovative approach.
  - **Creativity:** Verbalize imaginative design concepts with clarity.
  - **Customer Service:** Deliver exceptional service to all stakeholders.
  - **Time Management:** Work effectively within deadlines.
  - **Project Management:** Keep multiple projects with internal and external deliverables organized and on track.

**Reports To:** EVP, Sales & Design

**Department:** Sales & Design

**FLSA Status:** Salaried, Exempt

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