CET Designer

Job Description:

Responsible for the design process from initial discovery and programming, through installation and post-occupancy. Duties include client communication, programming, space planning, furniture and materials selections, preparation of all installation plans and other necessary project documentation. Client engagement across project timeline including presentation of product and layout solutions, with Sales involvement, based on client relationship and circumstances. The Project Designer will manage multiple interior furnishings projects within a collaborative team environment.

Job Responsibilities include:

- Most have knowledge of both CET and AutoCAD to complete solution lay-outs
- Ability to work with Marketing department to create digital marketing assets
- Review and assess the Project Scope of Work and collaborate with the Project Team on go forward strategy
- Review and develop product specifications based upon client needs or design documents
- Commitment to the growth of the design team, excellence in presentation skills, and a highly collaborative relationship with the internal team
- Create interior furniture solutions using computer-generated design software, populating the space from scratch or from a predesigned floor plan
- Create client deliverables specific to each project, including but not limited to floor plans, specifications, renderings, and 3D flythroughs
- Assist in veneer, hardware and finish selection and presentation
- Review all drawings and specifications for accuracy
- Work with Sales and /or Client to review any required design modifications and produce revised drawings/specifications based on those modifications
- Create installation drawings and related documentation
- Record and track design hours for project billing
- Meet with Project Management post install to discuss any challenges or field adjustments
- Additional responsibilities may be required depending on defined Project Scope of Work Design