



# JUNIOR DESIGNER

## RESPONSIBILITIES

- Assist Interior Designer throughout the design process with concepts, floor plans, elevations, and construction documents
- Assists in sourcing and selecting materials, finishes, fixtures, and related specifications and pricing
- Supports design development activities, assisting with mood boards, presentation prep, selection data entry, meeting minutes, and drafting
- Preparing, managing, and maintaining all project binders, files, material lists, vendor correspondence, drawings, etc.
- Assist Interior Designer with fielding and addressing client questions
- Maintain design center, samples, project materials, and catalog library presentable for clients.

## QUALIFICATIONS

- Bachelor's Degree or equivalent Interior Design Certification
- 1+ years of interior design and CAD experience
- Has basic knowledge of interior design specifications, residential space planning, schematic design, design development, construction documents, and industry standards
- Knowledge of interior finishes and materials
- Highly organized, detail oriented, professional and thoughtful

## BENEFITS

- Medical & Dental Insurance
- Paid vacation & sick time
- Employer-Matched Retirement Savings Plan
- Build award-winning projects
- Fun & rewarding place to work
- Company parties & events

Email cover letter and resume to:  
[hr@jrpdesignandremodel.com](mailto:hr@jrpdesignandremodel.com)

