

JOB TITLE: JUNIOR INTERIOR DESIGN ASSOCIATE



ECHELON
ARCH + DESIGN

Position Type: Full-time, Entry Level

Experience Level: 1-5 years

Education: Bachelor's Degree in Interior Design

ABOUT US:

Echelon Arch + Design is a dynamic and forward-looking boutique architectural firm committed to delivering innovative designs. We specialize in various sectors to cater to the unique needs of the communities we serve, undertaking a diverse range of projects. Notably, our recent efforts have expanded into the educational sector. With our firm continuing to grow, we are actively seeking a talented and enthusiastic individual to join our team as a Junior Interior Design Associate.

RESPONSIBILITIES:

1. Collaborate with senior designers to develop design concepts and translate client requirements into creative interior solutions.
2. Assist in space planning, material selection, and furniture sourcing to achieve cohesive and functional designs.
3. Contribute to the development of presentation materials, including mood boards, renderings, and design presentations.
4. Support the creation of detailed design drawings and specifications using industry-standard software such as Revit, Enscape, and Adobe Creative Suite.
5. Conduct research on design trends, materials, and products to stay updated with the latest innovations and best practices in interior design.
6. Assist in the coordination of project documentation, including organizing files, maintaining project schedules, and tracking deliverables.
7. Participate in site visits and meetings with clients, contractors, and vendors to ensure design intent is effectively communicated and implemented.
8. Coordinate Rep Meetings and Product Updates for Interiors Department
9. Organize and maintain the Office Resource Libraries.
10. Organize and maintain client finish sample trays.
11. Compile and generate finish boards and presentation boards for client meetings / approvals.

QUALIFICATIONS:

1. Bachelor's degree in Interior Design, Architecture, or a related field from an accredited institution.
2. 1-5 years of relevant professional experience

3. Strong understanding of architectural principles, design processes, and construction documentation.
4. Attention to detail and a passion for design, demonstrated through a portfolio showcasing relevant projects and design proficiency.
5. Excellent communication and collaboration skills to work effectively within a team.
6. Detail-oriented with a commitment to delivering high-quality work within established deadlines.
7. Ability to adapt to evolving project requirements and demonstrate a proactive approach to problem-solving.
8. Positive attitude, eagerness to learn, and a strong commitment to teamwork and professional growth.
9. Excellent communication and collaboration skills to work effectively within a team.
10. Detail-oriented with a commitment to delivering high-quality work within established deadlines.
11. Ability to adapt to evolving project requirements and demonstrate a proactive approach to problem-solving.

PREFERRED SKILLS:

Interior Design:

- Strong hand-sketching abilities for quick ideation and communication of design concepts.
- Knowledge of lighting design principles and techniques to enhance the ambiance and functionality of interior spaces.
- Familiarity with FF&E (Furniture, Fixtures, and Equipment) procurement processes, including vendor sourcing, budgeting, and purchasing.
- Experience in creating construction documents and detailing interior architectural elements such as millwork, cabinetry, and finishes.

Attention to Detail:

- Meticulous attention to detail in all aspects of architectural planning, design, and documentation.
- Consistently ensure precision and accuracy in architectural drawings and specifications.

Software:

- Proficient in utilizing REVIT for drafting and detailing architectural plans.
- Familiarity with Enscape for real-time rendering and visualization a plus
- Basic Microsoft Office Programs
- Basic Adobe Acrobat Pro Knowledge

Communication:

- Excellent verbal and written communication skills for effective collaboration with team members, clients, and stakeholders.
- Ability to convey complex architectural concepts in a clear and concise manner.

Creativity:

- Demonstrated creativity in approaching design challenges and finding unique solutions.
- Proven ability to bring innovative and fresh ideas to the design process.

Problem Solving and Critical Thinking:

- Adept at analyzing architectural problems and applying critical thinking skills to develop practical and effective solutions.
- Ability to troubleshoot and address challenges throughout the design and construction process.

Collaboration:

- Strong commitment to collaborative teamwork, fostering a positive and inclusive work environment.
- Proven ability to work harmoniously with diverse team members, clients, and external collaborators.
- Ability to integrate feedback and contributions from various team members into the overall design process.

Organizational Skills:

- Exceptional organizational skills to manage project timelines, resources, and deliverables efficiently.
- Ability to prioritize tasks and meet deadlines in a fast-paced architectural environment.

Building and Construction Knowledge:

- In-depth knowledge of building and construction principles, materials, and methods.
- Familiarity with the latest advancements and trends in the construction industry.

Building Codes and Regulations:

- Understanding of local and international building codes and regulations.
- Ability to ensure design compliance with relevant codes and standards throughout the project.

BENEFITS:

- Competitive salary and performance-based bonuses
- Health and dental insurance coverage
- Professional development opportunities and support for licensure
- Collaborative and inclusive work environment
- Opportunities for career advancement within the firm

HOW TO APPLY:

Please submit your resume, portfolio, and a cover letter detailing your relevant experience and why you are a great fit for this position to [your email address]. The subject line should read "Junior Interior Design Associate Application - [Your Full Name]."

Echelon Arch + Design is an equal opportunity employer and encourages candidates from all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.