

## Position Description



**Position:** Commercial Interior Designer

**Department:** Design

**Reports To:** Regional Design Manager

**Date Prepared:** 4/23

### Position Purpose:

The Commercial Interior Designer is responsible for providing quality design work to clients on time, and within budget, to ensure a high level of customer satisfaction; Design work may include, but not be limited to, projects that include MillerKnoll furnishings, MillerKnoll Healthcare Furnishings and/or Falkbuilt furnishings.

### Possible Growth Opportunities:

Design Strategist

Manager of Design

Commercial Interiors Consultant

### Position Accountabilities & Performance Expectations:

- Attends initial client meetings with sales to gather programming data
- Develops layouts, specifications, and finish selections and checks all plans for design integrity, completeness, and compliance with code & ADA requirements
- Works with other designers as appropriate to develop layouts and specifications, fee proposals, and cost estimates
- Reviews all plans for design integrity, completeness, and compliance with requirements
- Maintains contact with clients during critical phases of each job, including site visits as appropriate
- Participates in reviewing the work of all outside contractors
- Conducts post-occupancy evaluation and punch list review
- Maintains current knowledge of the industry, products, methods, promotional strategies, and technology as well as trends within the industry
- Markets to prospective clients individually or jointly; assists in the development of sales strategy as appropriate
- Performs other duties as assigned

### Corporate Accountabilities & Performance Expectations:

- Provide prompt, courteous, and exemplary service to all customers, both external and internal, following the corporate vision and core values of Pigott.
- Demonstrate courtesy and professionalism, consistently providing a timely response to every customer service inquiry.
- Support Pigott's commitment to quality by developing and maintaining position-specific procedures, process instructions, and/or forms to better serve the company and customers as necessary.
- Adhere to all guidelines as outlined in the *Pigott Team Member Handbook*.
- Accept responsibility for personal and professional development.
- Perform additional responsibilities at the request of the manager or the Pigott Leadership team.

- Demonstrate cooperation and teamwork in accomplishing the goals and objectives of the department.
- Adhere to Pigott corporate branding standards.
- Maintain confidentiality of business operations on behalf of Pigott and all clients.

### **Position Requirements:**

- BS, BA, or BFA degree in interior design, architecture, or a related field or equivalent combination of education and experience
- Prior experience with interior design, space planning, facility planning, architectural drafting, AutoCAD, or furniture specification is preferred
- Strong leadership skills, attention to detail, and strong organizational skills are required
- These criteria will be used by the Design Manager to evaluate performance:
  - Maintains a high level of professional and technical knowledge of all related products and processes
  - Understands work procedures, requirements of the job, and its priorities, and makes decisions accordingly
  - Attains necessary interpersonal, relationship-building, and communication skills to effectively interact with a wide range of customer contacts, co-workers, vendors, and contractors
  - Demonstrates commitment to professionalism, integrity, and sound judgment in all business transactions
  - Displays the commitment and mental attitude to promote the overall success of Pigott, Inc., through providing our client(s) with the highest level of customer satisfaction possible

### **Position Demands**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**

### **Additional Information**

Pigott is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Company will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective team members and incumbents to discuss potential accommodations with the Company.