

## Job Posting

03-15-2016

Kraemer Design Group, PLC (KDG) is currently searching for a talented Interior Designer to join our innovative firm. KDG is an established and dynamically growing architecture and interior design firm looking to add a creative and resourceful individual to its team. The job opening is a full time, permanent position at our office located in downtown Detroit. The candidate will manage other designers/interns, purchasing coordinators, as well as manage project schedules and report directly to the Interiors Director and/or Principals.

Candidates must minimally have a Bachelor's degree in Interior Design from an accredited school or university, and at least five years of experience in an architecture office. Commercial architecture experience is required and large-scale residential, adaptive re-use, and/or hospitality experience is a plus. NCIDQ certification is a requirement. Must have professional knowledge and design experience in design packages from moderate to large in scope, from schematic design through installation, including Furniture, Fixtures and Equipment (FF&E) specification. Candidates must have working knowledge of AutoCAD 2010 and SketchUp. Experience with CAP20/20 , Spexx, SpecLink and Adobe Creative Suite software a plus.

### Responsibilities include:

- Construction Documents – Proficiency in AutoCAD is required, including executing floor and furniture plans, elevations, reflected ceiling plans, and sections. Detail drawing knowledge of millwork, material patterns, etc. to communicate any intricacies of the design. Proficient in use of notes, keys and schedules to clarify concepts. Able to compile a complete set of interior construction documents on a moderate to large scale project. Interface with in-house architects and consultants when required and ability to read and understand contract documents.
- Accurate in writing specifications for Furniture, Fixtures and Equipment (FF&E).
- Broad knowledge of vendors and resources to expedite the research phase of appropriate materials. Understanding of quality and budget issues of manufacturers. Able to negotiate special pricing for large jobs in conjunction with purchasing staff. Capable of developing custom products or alterations to best fit project objectives.
- Must be able to create budget reports, quantity matrix, punch lists, and other project related documents and tracking methods of implementation.
- Possess ability to produce quality color boards for project presentations and develop overall presentation formats including renderings when appropriate.
- Ability to write a complete scope of work document to issue with specification manual or bid packages as required. Communicate with client in order to outline responsibilities of all parties.
- Approve shop drawings when submitted.
- Organizational skills a must.
- Priorities - Ability to work efficiently in conjunction with established timetables. Ability to work on multiple projects simultaneously, altering priorities when required.
- Ability to work well in a team environment.
- Strong leadership, organization, communication and relationship management skills.
- Outstanding graphic presentation skills.
- Develop space planning concepts and generate program documents.
- Lead the design team in the selection of furniture systems and specifications.



- Provide project team coordination for finish plans, specifications, and material selections required for construction.
- Contribute to office activities, initiatives and learning programs.
- Participate in business development and marketing efforts.
- Flexibility - Ability to handle change and last minute alterations of design or scope due to issues including: client requests, budget/schedule challenged or added benefits to overall package aesthetically or economically.
- Available for travel as needed to different locations and varying periods of time as needed on a project basis for site surveys, project management, installation, photo shoots, etc.
- Travel to a variety of industry trade shows as scheduled by manager.

KDG's culture is energetic, collaborative and open. We value people who are fun to work with and who have a positive impact on everyone around them. Benefits include competitive salary, health insurance including medical, dental and vision (60% paid by employer), company contribution to Simple IRA plan, paid vacation, paid parking and much more. **KDG is accepting resumes through April 9, 2016.** Please forward your resume and cover letter via confidential email to [bob@thekraemeredge.com](mailto:bob@thekraemeredge.com) (no calls or faxes, please). Submittals must include salary requirement, availability and professional references.

To learn more about Kraemer Design Group, please visit us at [www.thekraemeredge.com](http://www.thekraemeredge.com). KDG is an Equal Opportunity Employer.



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