



DESIGN CONSULTANTS LTD.

Eberlein Design Consultants Ltd. is seeking a part-time, experienced Interior Designer to assist with multiple aspects of project development. The number of hours worked per week will be determined by Designer's availability and areas of expertise, and current project needs.

This candidate will work closely with our Designers and Project Managers, assisting with tasks such as:

- Completing project budgets
- FF&E research and preparation for client presentations
- AutoCAD drawings including various plans and elevations for design development and documentation
- Documentation including Lighting/Hardware/Plumbing Schedulers, etc.
- Correspondence with vendors to request pricing and quotes
- Purchasing
- Other tasks of particular skill or interest to you as a Designer that help to complete our projects

Professional Skills:

- Minimum five years of experience in a professional design office setting
- Proficiency in AutoCAD
- Strong freehand drawing and sketching
- Proficiency in Photoshop, InDesign, and Microsoft Office
- Experience with Sketchup (Revit a plus)
- Space planning and performing site surveys
- FF&E development (color, sourcing, materials/finishes, selections, documentation)
- Social media

Personal Characteristics:

- Dedicated team player
- Flexible mindset, ability to shift between various tasks
- Self-motivated, trustworthy, with a strong work ethic
- Exceptional time management

Position Requirements:

- Bachelor's or Master's Degree in Interior Design
- Driver's license and ability to travel

A mutually suitable work schedule will be determined by the Designer and EDC. The right candidate will be compensated at a competitive hourly rate, could work 16 to 24 hours per week. Highly qualified and interested candidates may be considered for a full-time position. To apply, please submit a cover letter and resume to kali@eberlein.com. Please no phone calls.