



Interior Design Job Description

Mission Statement:

Jennings & Woldt Remodeling, Inc. is a family-owned business, established in 1997 as a general contracting firm specializing in commercial & residential remodeling and interiors design. Jennings & Woldt Remodeling, Inc. is dedicated to maintaining its position as a leader in this rapidly changing and highly competitive industry. Jennings & Woldt Remodeling, Inc. strives to maintain a staff of skilled, motivated and confident individuals with a desire to help promote the company's mission. We are committed to attaining our company goals as well as the goals of our employees.

Jennings & Woldt Remodeling, Inc. is looking to add an Interior Designer to our team. We are a growing design build firm located near downtown Sun Prairie specializing in kitchen, bath and full home renovations. We are looking to add an experienced Interior Designer with the following skills and qualifications.

- **Client facing sales**
 - Effectively work with clients to design and specify their spaces.
 - Clearly communicate design ideas.
 - The ability to design and manage a remodel project from start to finish while staying on budget and on time.

- **Technical drawing skills**
 - The ability to create technical drawings and renderings.
 - Experience working on cabinetry plans and 20x20 software is helpful.

- **Product ordering and tracking**
 - Experience specifying, ordering and tracking fixtures, finishes, materials and cabinetry applicable to a project.
 - Experience using QuickBooks and interfacing with vendors.

- **Project management experience**
 - Manage product installation and client expectations during the construction phase
 - Previous knowledge working in builder trend preferred
 - Excellent time management, organization and written communication skills

- **The ability to work independently and be a team player**

- You'll need to answer phones and assist in the showroom on an as needed basis. It's a small business and we count on each other to help.

Our days at Jennings & Woldt Remodeling, Inc. are highly variable. One day may be filled with client meetings, site visits and initial site measures. Some days you'll be in the office fielding calls, assisting in the showroom and working on technical drawings, renderings and ordering. We also work with clients to specify furniture and window coverings. High end furniture experience is a plus.

We look forward to hearing from you!

