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designpoint DESIGN PROCUREMENT ACTIVATION

DesignPoint, an ALLOY5 Company, is a dynamic, client-focused interior design practice based in Lehigh Valley, PA, dedicated to creating innovative and sustainable design solutions. Our firm is passionate about delivering high-quality, thoughtfully crafted design and fostering meaningful relationships with our clients. We value collaboration, creativity, and professional development, with a strong commitment to excellence in all aspects of design and client service.

POSITION TITLE: Interior Designer

LOCATION: Bethlehem/Allentown, PA

TRAVEL: Within the U.S., including flights and overnight stays

POSITION OVERVIEW: This is a full-time opportunity for an interior designer to join our design team specializing in commercial small-, mid-, and large-scale interior projects. You will work on projects from initial design through installation of the interiors, and the role may include travel within the U.S.

KEY RESPONSIBILITIES:

DESIGN

- Support the design team in developing concepts, space plans, and finish palettes for commercial interiors
- Prepare presentation materials, mood boards, renderings, and finish boards for client meetings
- Prepare construction drawings
- Ensure designs meet ADA and applicable building code requirement

PROCUREMENT

- Assist with furniture, fixture, equipment, and finish specifications, balancing durability, function, and budget
- Prepare FF&E schedules, specifications, and budgets
- Coordinate with vendors and manufacturer reps on pricing, samples, lead times, and substitutions

INSTALLATION AND ACTIVATION

- Help plan and oversee FF&E installation and final styling on site
- Participate in site visits, punch-list walkthroughs, and post-occupancy reviews
- Travel to project sites within the U.S. as needed

CLIENT AND TEAM COLLABORATION

- Communicate with clients, contractors, and consultants under the direction of senior designers
- Collaborate with architects, graphic designers, and marketing on proposals, interviews, and project photography
- Maintain the materials and resource library

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BASIC JOB REQUIREMENTS:

- Bachelor's degree in interior design or interior architecture
- Minimum of 3–5 years of experience, preferably on commercial projects
- Strong verbal and written communication skills
- Proficiency in AutoCAD or Revit
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Excellent working knowledge of MS Office programs
- High attention to detail and the ability to take direction from the design team
- A team player with an excellent attitude
- Willingness to travel to projects requiring flights and overnight stays

PREFERRED QUALIFICATIONS

- Degree from a CIDA-accredited program
- NCIDQ certification, or actively working toward it
- Rendering skills in Enscape, SketchUp, or similar

WHAT WE'RE LOOKING FOR: We're looking for a talented interior designer who is detail-oriented, organized, and efficient, and who presents themselves professionally. You must have a passion for both interior and architectural design.

SALARY: Salary will be based on experience.

BENEFITS

- Competitive salary
- Health insurance
- Retirement plan
- Paid time off and holidays
- Professional development opportunities

Eligible candidates should submit a resume with portfolio (PDF or link) to **careers@designpoint-interiors.com.**

DesignPoint is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, sexual orientation, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by applicable Federal, State or Local Law.