

Interior Design Consultant Furnishings & Décor - Residential Luxury Firm

Koastal Design Group is looking for a passionate, creative design professional with strength in custom furnishings and décor, to join their exceptional team in one of the most prestigious luxury residential design markets in the world!

Located just blocks from the beach, in the heart of Downtown Naples, experience creating luxury properties and explore your creative prowess while learning from a creative powerhouse. Our renowned Interior Design Firm is seeking a skilled, organized talented individual that thrives in a fast-paced successful environment.

Experience Required:

Career experience in luxury residential furnishings and décor selection and procurement

Technical Skills Required in PC Based Platform:

Proficiency in all Microsoft Windows programs, including Excel, PowerPoint, Outlook, QuickBooks, and AutoCAD LT for Windows

Compensation Package:

Salary based on skills and experience

Benefits include: health insurance, business phone and mileage reimbursement, paid holidays and vacations, 401 (k)

If you are a good collaborator and a detail oriented, conscientious, reliable professional please submit your cover letter, salary history, and resume.

Website: www.KoastalDesignGroup.com

Design Consultant's Role:

- Knowledgeable in custom furnishings
- Source new products, goods, materials and manufacturers as well as maintain existing relationships with current resources
- Obtain specifications and availability, as well as obtain trade and client pricing
- Produce Estimates in QuickBooks along with accompanying Power Point presentations
- Maintain profitable projects, obtaining competitive trade pricing, achieving maximum company profitability
- Work in QuickBooks to produce accurate and timely Purchase Orders along with Work Order Power Points, as required, entering job and client data accurately, for procurement of goods
- Contribute to Overall Productivity and Efficiency of Projects
- Manage Project Priorities and Task List
- Manage award-winning luxury interior design projects
- Act as a Representative and Communicate with Clients, Vendors and Contractors
- Prepare Project Presentations
- Manage Sourcing FF&E, Design Selections and Specifications
- Correspond and Meet with Vendors / Manufacturers to Source and learn about Products
- Review Vendors Plans and Quotes for Accuracy and Aid in Revisions
- Manage and Create Project Budgets and Track Expenditures
- Manage Project Logistics - Purchase Orders and Acknowledgements
- Direct Installations
- Create CAD Documents to communicate designs: Space Planning, Furniture Placement