

Entry-Level Interior Designer

Company Description:

AA-K Business Environments is a Contract Furniture Dealer located in Anchorage, Alaska, that has been doing business in Alaska and the West Coast since 1986. We are the local Haworth, Milliken Carpet and Montel Industrial Storage dealer along with over 40 other vendors and our specialties are healthcare, education and corporate furniture. We aim to provide our customers with a turn-key solution, providing everything from raised flooring and carpet, to furniture, modular walls, sound-masking systems, artwork, accessories and office supplies using our GSA packaged office contract.

Job Description:

We are currently seeking a Entry-Level Interior Designer to join our team. Ideal candidates must have expertise and experience working on commercial interiors for 1+ years. Experience in space planning, design development, technical detailing and material and finish specification is a must. Additionally, knowledge and experience of healthcare and educational facility design is preferred. The role of an Entry-Level Designer may vary depending on the nature and size of the current projects. Please send us a copy of, or link to, your portfolio with a cover letter and resume to be considered for this position.

Required Education and Work Experience:

- Interior Design degree from a 4-year CIDA accredited University or School
- 2+ years of relevant work experience and working knowledge of the commercial interior design industry is preferred but we are willing to train the right candidate if they are entry-level.

Qualifications:

- Willing to relocate to Anchorage, Alaska. Relocation package to be negotiated.
- Strong oral and written communication skills, including presentation and graphic communication skills
- Proficient in MS Office, AutoCAD 2D and 3D, Photoshop and preliminary sketching
- Working knowledge of Configura/CET Designer is preferred
- Knowledge of Project Matrix and/or other specification programs
- Basic knowledge of building codes and ADA requirements
- Extensive knowledge of the range of design principles and aesthetics.
- NCIDQ certification (while not required in Alaska) and/or LEED certification is a plus
- Strong attention to detail
- Must be team oriented, articulate, flexible, productive, and able to deal with other AA-K team members in a professional manner
- Ability to Multi-task is a must
- Willingness to learn all aspects and functions of a design firm

- Ability to work under pressure to aid us in bid responses and short deadlines.



Responsibilities:

- Support the sales and design teams in the development of conceptual programming, space planning, creation of presentation materials for bids and in-house projects, finish and material selection and specifications, and furniture selection and specifications.
- Order Entry and/or entry of Service Notifications for Warranty Work as needed to aid accounting department
- Designer works as part of the Design Team interacting with various departments to ensure successful project implementation and extremely high customer satisfaction. Many of our clients have worked with AA-K for a long time and those relationships are the life-force of our business.
- Provide project administrative support (Proposal and/or bid assembly, faxes, library maintenance, printing/copying, etc.)
- Assists with site verifications and visits
- Conduct client interviews and determine their special needs and furniture requirements
- Producing finish boards for client presentations to include renderings and finish samples

Benefits and Compensation:

Hourly Pay: DOE

Relocation Package Negotiable

Full Medical and Dental

1 week paid vacation/year after one year of employment

Please send all inquiries and application materials to:

AA-K Business Environments, Inc.

Attn: Megan Collins, Designer, ASID IP, Associate IIDA

2601 Arctic Blvd.

Anchorage, AK 99503

P: 907-258-3534

F: 907-276-4506

megan.collins@aakonline.com