

Highmark Builders is looking for a detail-oriented, customer service-driven **Interior Designer** experienced in drafting and motivated by sales to join their growing team.

**\*\*Starting salary is \$45,000 a year plus quarterly commission\*\***

If you enjoy using your design experience along with your CAD knowledge to contribute to a company that produces high-end, beautiful projects, then this position is for you!

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees.



Come see what it's like to be a part of a Top Workplace!

#### **What Highmark has to Offer You:**

- Flexible Paid Time Off Policy- **Offered to employees to promote work/life balance**
- Advancement and Education Opportunities
- Quarterly Commissions
- Vehicle Allowance
- Health Insurance- **company pays 100% of employee-only premium on lowest cost plan**
- Dental Insurance
- Vision Insurance
- Paid Holidays
- Profit Sharing
- 401K
- Competitive Wages

#### **Summary**

This individual will plan, design, and coordinate space creation or renovation to the client's expectations and budget needs. They will also guide clients through our sales process: from design to contract, delivering an experience and product that is second to none in our industry.

#### **Job Responsibilities:**

- Research and prepare plans, diagrams or sketches for interior constructions, materials, finishes, lighting, furniture, and furnishing
- Using design software (such as Chief Architect) to create models and visuals
- Generate floor plans, elevations, and interior selections for proposed remodels
- Select furniture, materials, decor and finishes while keeping within budget

- Select suppliers of materials and labor and place orders
- Regularly communicate with clients, sales manager, project managers, job supervisors, peers, and subcontractors
- Oversee the installation of design elements to ensure that quality and safety standards, costs and deadlines are met
- Research of appliance specifications, various materials, accessories and more
- Develop your own leads by various means and follow up on those provided
- Work with estimating department to generate accurate sales proposals
- Attend sales meetings
- Assist in marketing efforts
- Work the Parade of Homes and Artisan Home Tour

**Qualifications:**

- 5+ years of design experience preferred
- Highly proficient in CAD or other computer-aided design software
- Proficiency in programs- including Microsoft 365, Microsoft Office, Chief Architect, and Buildertrend
- Willing to work evenings and weekends to accommodate client schedules
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills