

# ASHLEY GILBREATH

## INTERIOR DESIGN

**JOB TITLE** | Interior Designer, Full-Time, Montgomery, AL

**ABOUT US** | Ashley Gilbreath Interior Design (AGID) is a full-service interior design firm specializing in residential interior design, founded by Ashley Gilbreath in Montgomery, AL, in 2007. In addition to creating visually pleasing spaces, Ashley also offers her clients comfort, function, and durability. A lover of timeless antiques and new design, Ashley continues to enhance the everyday experience of a home and brings her client's aesthetic aspirations to life.

**DESCRIPTION** | AGID is looking for an experienced Designer in high-end residential interior design to join our team in Montgomery. Candidates must be confident, highly motivated, detail-oriented, organized, and capable of managing multiple projects at once. In this role, you will be designing, developing, and facilitating projects from start to finish. Daily responsibilities include space planning, selections specifications, creation of specification documents, and maintaining client and vendor relationships. Creativity and the ability to "think outside the box," is a must.

### RESPONSIBILITIES

- Ability to facilitate and manage the overall design process for projects under the direction of Ashley Gilbreath.
- Create technical drawings in AutoCAD for internal and external use, including but not limited to preparing and modifying architectural documents, elevations, sections, cabinetry drawings, and any accompanying details.
- Manage vendors and subcontractors to the standard of AGID.
- Oversee construction documents, finish schedules, and furniture selections for projects.
- Generating clear proposals and pricing estimates for client review.
- Maintaining successful vendor, client, and internal team member relationships by communicating and resolving issues in a professional manner that meets the AGID standard.
- Dedication to quality and attention to detail in all facets of work and client interaction.
- Perform various administrative duties such as answering client phone calls, scheduling meetings with clients and vendors, and responding to emails in a professional and prompt manner.
- Work with Office Manager/Bookkeeper to keep timely records and financials.

### REQUIREMENTS

- Experience in residential interior design, with a bachelor's degree in interior design.
- Proficiency in AutoCad and Microsoft Office Suite.
- Knowledge of the full design process, including concept, schematic, design development, construction documentation, construction administration, procurement, and installation.
- Ability to prioritize and manage multiple tasks with various projects in different stages of development.
- Exude skilled customer service with clients and vendors.
- Able to work independently and with a team.
- Strong organizational and communication skills.
- Self-motivated, and an eagerness to learn.
- Dedicated to quality and attention to detail.