

JOB DESCRIPTION

Visualization Coordinator

The main responsibilities of this professional are to produce architectural renderings, confer with clients, take notes, measure spaces and gather information that interior designers need to work with to produce visuals of prospective projects or jobs. This person will provide administrative and visual support. Additionally, the right candidate will perform market research work and interview clients to understand specifications.

To be successful at this position it is important that the visualization coordinator maintain good knowledge of clients, vendors and purchasing activities as they will be entrusted assisting with taking a project from conception to completion. Involvement in the creative process will be required so having a keen eye and passion for design is a must.

Responsibilities will also include:

- Provide assistance in the creation of preliminary plans and design concepts.
- Assist in analyzing design objectives in accordance to clients' needs.
- Provide input in creation of design concept statements.
- Perform market research work in a bid to understand trends and likes of customers.
- Order samples from vendors and handle presentations creation activities.
- Assist interior designers with sample selections, hand sketches, drawings, schedules and boards.
- Sourcing.
- Confer with clients to understand and document their interior design requirements.
- Create specifications manuals such as room layouts.
- Provide design, clerical and administrative support to interior designers.
- Maintain knowledge of space planning, floor finish plans and elevations.
- Manage design libraries of resources and maintain files and binders.
- Assist interior designers with installations, coordinate deliveries and handle post installation follow up activities.
- Assist interior designers with marketing developments and associated activities.
- Provide support in creating sourcing materials and CAD plans for various projects.
- Act as a bridge between interior designers, clients, vendors and contractors.
- Assist in handling communication with clients through telephones, emails and official letters.

Proficiency in Auto CAD, Sketch Up, Photo Shop, Revit. Knowledge or willingness to learn V-Ray, 3D Max, Lumion a definite plus. Excellent communication and written skills. Superb organizational and project management skills. Intense desire to succeed, learn and grow with the company.

Qualified candidate will work from our Braselton showroom. Qualified candidate must own reliable transportation to attend site visits, events and for sourcing. Ability to travel. Bilingual English/Chinese or English/Spanish a plus but not required! This position is available immediately.