

JOB DESCRIPTION

DEPARTMENT: Marketing & Design Services

JOB TITLE: Design Services Consultant
(Interior and Graphic Design)

MANAGER: Kristi McSween

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COMPANY OVERVIEW

Established in 1993, [Creative Materials Corporation](#) designs, markets and supplies tile, LVT, glass, and other surface materials to the commercial construction industry. Utilizing extensive experience, Creative Materials guides multi-unit brands, architecture and design firms, developers, and installation professionals through product specification and the successful supply of materials to each and every project. Creative Materials adds value to client's projects by offering an unmatched combination of product sourcing capabilities, nationwide supply chain solutions, and excellence in service. Our committed, consultative approach enables clients to create with confidence.

COMPANY VISION

To set a new standard for partnering with surface material suppliers on commercial projects.

COMPANY MISSION

To help our clients design and build better communities by simplifying the selection and supply of surface materials on commercial construction projects.

COMPANY CORE VALUES



One culture, aligned around the same vision, living by the same values. We rely on one another to execute consistently, openly communicate, and own the results to make each project successful.



Care About Others

We recognize that successful business outcomes require successful people outcomes. Our first priority is to be people helping people.



Client First

We're a service company that happens to sell products. It's how we apply good judgement and problem solving to help clients achieve the best outcomes possible that sets us apart.



Creativity

In a rapidly changing world, what worked yesterday may not be effective today. We challenge the status quo, encourage innovation, utilize flexible thinking, and aspire to set new standards of how value can be offered to our clients.

LOCATION

Albany, NY, New York, NY, Boston, MA

POSITION SUMMARY

This creative, organized, and collaborative interior design professional will develop surface material pattern layouts, create mood boards from client inspiration and complete graphic design projects to support the marketing team. The ideal candidate will be an experienced interior designer who is detail-oriented with an interest in developing deep product knowledge of tile, LVT, glass, and other surface materials and will have an interest in graphic design.

The day-to-day work will involve consulting with internal (sales and service) team members and clients on inspiration and goals. Consultation involves completing design development, including professional documents to submit to clients for review. Sourcing surface materials for clients from a massive product portfolio for alternates may be required due to value engineering, availability challenges, or offering a solution to the competition. Graphic design projects will include developing product cutsheets, creating presentations, and development of other collateral as needed.

Our candidate of choice will have a background in interior design and graphic design, including 5+ years of experience working in an interior design firm.

RESPONSIBILITIES

- Curate and layout selections of surface material options in Adobe InDesign using concept imagery or mood boards from clients.
- Provide clients with mood board concepts.
- Create and design surface material patterns and elevations in AutoCAD and/or Revit.
- Create and design various marketing materials such as cutsheets, presentations and posters using Adobe Creative Suite.
- Build and maintain familiarity with product aesthetics, technical characteristics, and differences between various manufacturer collections by maintaining a working knowledge of the products and their various applications in commercial construction settings.
- Offer installation suggestions and other consultation to clients.
- Assist marketing with product marketing, positioning, and product selections as needed.
- Share interior design knowledge with others in the company.
- Give presentations to internal teams and clients.
- Travel to on-site client meetings and events.

SKILLS AND QUALIFICATIONS

- 5-7 years of experience as an interior designer.
- Graphic design experience.
- A collaborative nature and an ability to be flexible in a changing and high growth environment.
- A polished, professional presence including exceptional written and oral communication skills.



- Ability to build and leverage partnerships across the organization and with clients and vendors.
- Working knowledge of Windows Office Suite (Outlook, Excel, Word, etc).
- Experience with CAD, Revit, and Adobe Creative Suite including Adobe InDesign and Photoshop.
- BA or AA in Interior Design/Fine Arts (relevant experience in place of a degree will be considered).