



Interior Design Internship

Halden Interiors—Greenbrook, NJ

Halden Interiors is a full-service interior design firm that specializes in residential and commercial designs that run the gamut from City to suburban home redesigns and renovations. Halden's clients range from young professionals to CEOs of Fortune 500 companies, athletes and industry notables. As a growing firm, Halden Interiors is committed to bringing the client's vision to life with turn-key and white glove service.

Position

Halden Interiors is seeking two interns interested in gaining valuable experience in the interior design industry. During the internship, you will gain insight into the broad range of tasks that an interior designer will face on a daily basis: creating presentation boards, scheduling appointments with various vendors and contractors, attending client meetings, maintaining a catalogue of samples, administering office tasks and project installations.

The ideal candidate will assist with the execution of projects from start to finish and offer support in all aspects of the day-to-day operations of the firm. This opportunity will allow you to be a core member of a growing firm that is poised for significant impact in the design industry.

Responsibilities

- Assist in all phases of multiple design projects
- Liaise between sub-contractors and principal designer to manage project schedules and timelines
- Assist in preparing and managing project budgets
- Assist principal designer with design presentations
- Visit showrooms and coordinate with vendors to select materials and samples
- Research products, obtain quotes, confirm product availability and specifications to facilitate orders
- Coordinate with principal designer to manage projects from inception to installation
- Coordinate and manage deliveries
- Assist with installations
- Maintain vendor contacts, project materials and filing system
- Source and manage content for the firm's social media pages
- Perform other duties as needed

Qualifications

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Proficiency in Sketch Up, AutoCAD, Adobe Creative Suite
- Able to produce high-quality deliverables while adhering to deadlines
- Proven ability to plan, organize, and be a leader
- Excellent organizational and project management skills
- Able to communicate effectively, positively, and productively

Interpersonal Skills

- Embraces change and ambiguity; displays resourcefulness and adaptability
- Excited to do whatever it takes to get the job done and assume duties required
- Has a flexible approach to design; enjoys troubleshooting and collaborating
- Strong desire to be a key contributor to the success of a rapidly growing firm
- Strong desire to continually learn and grow

If interested, please email resume and portfolio to Shaila Mentore at info@haldeninteriors.com.

<https://haldeninteriors.com>