



SR/A INTERIOR DESIGN

6610 Western Ave | Chevy Chase, MD 20815

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JOB DESCRIPTION: Documentation Specialist

SR/A Interior Design, a full-service commercial interior design firm specializing in multifamily residential projects, seeks a Documentation Specialist to support our new construction multifamily projects remotely and hands-on at its Chevy Chase studio. For consideration for candidacy for this position, please submit a portfolio of past work.

Responsibilities Will Include

- Drafting floor plans, reflected ceiling plans, framing plans, power and IT plans, elevations, and construction details
- Assisting in gathering and scheduling specifications for finishes, equipment, specialties, plumbing fixtures, light fixtures, doors, and hardware
- Creating, annotating, plotting, and maintaining Construction Documentation sheets for Interior Architecture / Design
- Completing and documenting as-built surveys and documentation
- Maintaining updated backgrounds from various trade partners while keeping within firm's documentation standards
- Assisting in responses to submittals and RFIs
- Observing construction of areas for adherence to documentation and design intent
- Assist the firm in transitioning from design and documentation in AutoCAD to REVIT.

Professional Experience Required

- Assistance in assembly, maintenance and/or completion of construction documentation within the field of Interior Architecture / Design (2+ years)
- Familiarity with Multifamily Residential (preferred), Commercial, or Hospitality design fields
- Familiarity with International Building code and the Americans with Disabilities Act
- Comfort working in a deadline driven environment
- Capability to handle multitasking
- Degree in Interior Architecture / Design or Architecture preferred, but relevant work experience will be considered

Software Experience Required

- AutoCAD proficiency required (3 to 4 years minimum)
- REVIT / BIM proficiency required (3 to 4 years minimum)
- Microsoft Office Suite
- Adobe Acrobat
- SketchUp

Work environment flexible:

- Ability to work from home office and to travel to company headquarters in Chevy Chase, MD for meetings, training, etc.
- Must have own means of transportation

Compensation commensurate with experience. To apply, send resume, cover letter and portfolio of design work to careers@srainteriordesign.com

