

**Habib University**  
**Job Description**

<b>Position Title</b>	Interior Designer
<b>Department</b>	Facilities Department
<b>Reporting Relationship</b>	Director Infrastructure Planning and Development.
<b>Dated</b>	4 <sup>th</sup> June, 2015

<b>Scope of the Position</b>
The incumbent will be responsible to plan, design, and furnish interiors of Habib University's learning spaces, outdoors, and courtyards of buildings. He/she will also be required to formulate design strategies which are practical, aesthetic, and conducive to intended purposes, enhancing functionality, ambiance, and aesthetics of the campus and its life.

<b>Summary of Key Functions</b>
<ul style="list-style-type: none"> <li>• Developing design concepts for the campus in consultation with the client and establishing final briefs in consultation with the design team.</li> <li>• Preparing 3D drawings proposals using 3D Max and other related software.</li> <li>• Preparing detailed working drawings, designs, plans, models and schemes, often using computer-aided design (CAD) software.</li> <li>• Coordinating with mechanical, electrical and IT team for design execution.</li> <li>• Acquiring materials e.g. fittings, furniture, lighting, finishes, decoration &amp; dressing, and arranging samples for clients according to set budgets.</li> <li>• Supervising the execution of plan on campus.</li> <li>• In addition, an interior designer may also sometimes act as a project manager for the client throughout the planning &amp; construction stage.</li> </ul>

<b>Required Qualification, Experience and Skills</b>	
<b>Qualifications and Skills Required</b>	<p><b>Qualification:</b> Bachelor's Degree preferably in Interior design or Architecture from recognized institutes.</p> <p><b>Experience:</b> Minimum five years of relevant experience in developing and executing institutional interiors.</p> <p><b>Skills:</b> AutoCAD, 3-DMax, Maya, Photoshop and relevant software.</p>