



Hospitality Furnishings & Design, Inc.
146 Chestnut Street
Zelienople, PA 16063
Phone: 724-452-2114/Fax: 724-452-1023

Hospitality Furnishings & Design, Inc. specializes in providing quality Interior Design Services, Project Management and FF&E procurement to the hotel industry. Founded in 2001, we continue to lead the way with our commitment to create a memorable experience for our clients while maintaining their profitability. With over 15 years of hotel operation experience, we understand the challenges hotel operators face. We listen to our customer concerns and provide solutions that achieve their business goals.

Our company is currently looking for a Director of Design. This is a full-time salary position.

Job Summary

The Director of Design is expected to have natural leadership abilities and bring a proven ability to collaboratively work with an established group of creative designers and CAD specialists. This talented and passionate individual will demonstrate the leadership skills necessary to strengthen existing client relationships and support the performance of the design department by creating a work environment where teammates are engaged, excel in their abilities and help to ensure clients receive superior service.

Job Responsibilities

Job responsibilities include but are not limited to:

- Manage design team members to meet targets and ensure a balanced workload.
- Guide the team in utilizing all HFD resources to deliver quality technical and/or creative designs and submittals.
- Prioritize and effectively meet deadlines, delegate tasks and provide high quality service to clients.
- Mentor all teammates in the execution of their responsibilities, set goals and create opportunities to achieve these goals.
- Responsible for directing all interior design related scope pertaining to renovations and new developments, from concept stage thru the punch out of the property
- Responsible for the audits of all interior design drawings/submittals, materials/specs and presentations for accuracy.
- Responsible for communicating and working with the project team to resolve issues.
- Responsible for reviewing and providing recommendations/changes to requests that impact interior design scope.
- Responsible for creating interior design standards and policies to incorporate into the HFD Playbook.
- Work in tandem with Director of Project Management to communicate and review project scope, schedule, budget and project milestones.
- Observe and communicate design trends within the hospitality market.
- Consistently observe and research how to communicate design intent in a clear and compelling way, i.e. presentation and rendering techniques.



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- Attend vendor presentations and tradeshow and inform the team of new and innovative products and/or “must-sees”.
- Consistently look for improvements and efficiencies within the processes.

Job Skills & Qualifications

- Bachelor’s Degree in Interior Design, Interior Architecture or similar.
- NCIDQ Certified is strongly preferred.
- At least 5-7 years of management related experience. Preferred to be experience in the Interior Design or Hospitality industry.
- Strong verbal and written communication skills.
- Be able to motivate team members and communicate well with co-workers and clients.
- Have excellent presentation skills and interpersonal communication skills.
- Excellent organization skills.
- Experience delivering client-focused solutions to customer needs.
- Proficiency in AutoCAD, Photoshop, Sketchup, Revit, MS Office and any other industry standard program and/or practice.
- Strong experience in management and implementation of design concept through to completion while maintaining project schedule and budget.
- Valid experience in management and coordination of construction drawing sets with strong knowledge of construction detailing, materials, methods, and codes.
- Sound experience in management and coordination of FF&E specifications.
- Excellent time and people management skills; ability to organize multiple projects across various phases.
- Strong ability to visually and/or verbally communicate design ideas either over online or in-person presentations.

Additional Information

- Work hours are Monday-Friday from 8:00am to 5:00pm, with a 1-hour break for lunch.
- Work beyond normal business hours may be required occasionally to support business needs, projects or operational support that may be required outside of normal business hours or on weekends.
- Position requires being seated at a computer for the majority of the day.
- HFD participates in the Federal E-Verify Program.

The above statements are intended to describe the work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

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