**Interior Design Coordinator**

Anthony Wilder Design/Build, an award winning firm specializing in high-end residential design and construction, is seeking a motivated individual to join our team as an interior design coordinator. The right candidate will be a team-player who has exceptional oral and written communication skills, a strong work ethic, and a proven track record of success assisting designers. Duties will include assisting our certified kitchen and bath designers in all aspects of the design/build process such as:

- Research, ordering, tracking and follow-up of all purchases
- Preparing and tracking allowance spreadsheets
- Creating product cut sheets
- Establishing relationships with vendors

Candidate must be:
- Motivated and organized
- A good communicator
- Able to work in a fast-paced office
- Able to multi-task
- A team player

Requirements:
- Professional appearance
- Strong work ethic and willingness to grow professionally
- Reliable transportation
- Working knowledge of Microsoft office and QuickBooks
- Working knowledge of AutoCAD and BuilderTREND a plus
- 3 – 5 years working in a design or construction environment

This is a full-time position. Compensation is commensurate with experience and includes a generous benefits package. A great place to work in the historic firehouse in Cabin John, MD. Learn more about us @www.anthonywilder.com