



creating environments for well-being

Job Title: Interior Designer  
Company: Viibe  
Location: Winston-Salem, NC  
Job Type: Full-time  
Experience Level: 3-5 years

### **About Viibe:**

Viibe is more than an established, independent commercial interior design firm – we're a team on a mission to create environments that foster well-being. We design spaces where people heal, learn and work across healthcare, corporate, education, municipal, senior living, financial, hospitality and worship spaces. Specializing in space programming and planning, concept development, sustainable design, and furniture specification, we blend creativity with purpose.

As a Woman-Owned Business Enterprise (WBE), HUB-certified by the State of North Carolina, and a registered interior design firm with the NC Board of Architecture & Registered Interior Designers, Viibe is passionate about making a difference.

### **Job Description Summary:**

As an Interior Designer at Viibe, you will be responsible for managing client projects from the initial design concept to completion. Working closely with the design team, you will lead and/or contribute to the development of schematic design, design development, construction documentation and construction administration. Strong project management skills are key, as you'll handle project scope, schedule, and budget to ensure projects stay on track and meet client expectations.

### **Responsibilities and Duties:**

- Develop and refine programming, space planning, and design details for assigned projects.
- Lead and/or support in the initial development of schematic floor plans, lighting layouts, furniture & artwork specification, and research of finish options.
- Coordinate project communications with project architects, contractors, and clients.
- Effectively communicate project scope, schedule, and budget information to the project team.
- Perform specific duties efficiently to maintain productivity standards.
- Collaborate on the development of overall design concepts.
- Review submittals, RFIs, and substitution requests.
- Prepare weekly project updates.
- Submit monthly billing details for specific projects.
- Safely secure all Company files on the shared drive.
- Meet regularly with assigned project lead and Design Director to ensure information flow and goal adherence.



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- Demonstrate the ability to recognize and deal with priorities.
- Operate in an ethical and pragmatic manner.
- Fulfill other duties and projects assigned by the Principal.

**Requirements:**

- Bachelor's degree in a design-related discipline from an accredited institution.
- 3-5 years of experience in an interior design services work environment.
- Proficiency in AutoCAD and Revit/BIM.
- Proficiency in Microsoft Office and Adobe Suite/Revu Bluebeam applications.
- Proficiency in reviewing submittals and RFI's in construction management software, i.e. Procore, etc.
- Ability to travel, including limited commercial air travel.
- Excellent communication skills (written and verbal).
- Highly organized with the ability to manage multiple projects simultaneously.
- Focus on self-development and growth of technical and communication skills.

**Preferred Qualifications:**

- NCIDQ certified
- Associate or Professional IIDA member
- LEED Green/AP Associate
- WELL AP
- Experience in Healthcare, Higher Education, Senior Living, Corporate, or Municipal design

**Working Conditions:**

- Normal business hours are from 8:00 am to 5:00 pm, Monday through Friday.
- Extended schedules may be required based on project deadlines.
- Salaried position with a normally expected work week of 40 hours.

**Benefits:**

- Health, Dental, and Vision Insurance
- Term Life Insurance
- PTO (vacation, personal) based on length of service
- Hybrid work schedule

Viibe is an equal opportunity employer and welcomes candidates from all backgrounds to apply. If you are passionate about interior design and ready to contribute to innovative projects, we encourage you to join our dynamic team at Viibe. **Apply now by submitting a cover letter, resume and portfolio to [careers@viibedesign.com](mailto:careers@viibedesign.com).**



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