



Dear All,

We are hiring for an **Interior Design Executive** position at **Ementor Enterprises Private Limited**, a well-established company specializing in engineering and infrastructure services. To learn more, visit www.ementorglobal.com.

This role is suitable for professionals with 3 to 8 years of experience in interior project estimation, vendor coordination, and budget tracking for commercial or residential interiors.

Role: Interior Design Executive

Department: Interior Design

Vacancies: 2 Positions

Experience Required: 3 to 8 years

Job Type: Full-Time

Location: Madhapur, Hyderabad

CTC: ₹40,000 – ₹50,000 per month

Job Responsibilities:

- Review architectural plans and assess material and quantity needs
- Estimate quantity and cost of materials for interior design projects
- Prepare contracts, BOQs, and other project documents
- Set budgets for inventory, materials, and payments
- Track construction plan changes and revise budgets accordingly
- Negotiate and manage vendors, contractors, and subcontractors
- Prepare and process payments to vendors and service providers

- Utilize design software for estimation, tracking, and documentation
 - Maintain accurate records of inventory, estimates, and costs
 - Analyze project completion reports to assess ROI and budget efficiency
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Eligibility Criteria:

- Minimum 3 years of experience in interior design/project management
- Proven ability to manage vendors, budgets, and material estimations
- Strong understanding of architecture and interior design planning
- Proficiency in estimation tools and MS Excel
- Excellent negotiation and organizational skills