

INTERIOR DESIGN | PROJECT MANAGER

Award winning design firm that specializes in Hospitality/Commercial Design, Interior Merchandising and Residential Design is seeking a Project Manager for the Hospitality/Commercial Design Team. Hospitality projects include Amenity Buildings for Residential Communities, Clubhouses, Sales Centers, Fitness Centers, Recreation Centers, Hotel and Resorts, Spas and Restaurants.

Qualifications:

BFA or BS in Interior Design from a CIDA (formerly FIDER) Accredited Program with 5 or more years of professional experience preferred. NCIDQ required and LEED certified preferred.

Job Description:

Project Manager will manage the day to day production on specific projects to meet deadlines accurately. Responsibilities include reviewing shop drawings, project submittals, etc. for document compliance; documenting code review and compliance; communicating and coordinating with management, clients, consultants and contractors related to daily business operations. Project Manager will guide, support and manage team and designers duties to ensure accurate preparation of project construction documents and communication with and coordination of the preparation of documents with consultants, contractors and team members. Troubleshooting production issues may require visiting city/clients as necessary both domestic and internationally. Travel for projects to oversee progress and for installation will be required.

Skills:

Talented, organized, self-motivated leader and team player. A devoted, passionate designer who is sensitive to the clients' needs, budgets and deadlines and has the ability to direct and inspire excellence in a team. A sense of urgency is desired to respond and react to this fast paced industry with exceptional skills for follow through. A thorough understanding of the design process is necessary from conceptual, interior architectural elements, construction documents/specifications and administration, to installation. AutoCAD skills are required.

Candidates must have excellent graphic, written and verbal communication skills and possess a strong desire to excel and lead in a fast paced, challenging and client-focused environment.

Requirements:

- A minimum of 5 years of professional experience in hospitality and restaurant projects required.
- Must have a Bachelor or Master's degree in Interior Design or Interior Architecture.
- Ability to manage a design team with a collaborative leadership style which puts value on relationships, both internal and external as well as ensures high quality design.
- Exceptional graphic presentation abilities.
- Ability to communicate effectively in presentations and in writing.
- Ability to develop and complete projects without continued direct supervision.
- Advanced knowledge of furniture, fixture and equipment (FF&E), architectural/interior finishes, lighting, art signage, color and materials to carryout design intent.
- Proven ability to prioritize in order to meet deadlines and provide high quality service to clients.
- Ability to use Revit Photoshop, In Design, AutoCAD and Photoshop.
- Strong Organizational skills.
- Ability to work well under pressure, juggle and prioritize multiple projects and adjust work accordingly, often against tight deadlines.
- Ability to interact with senior management, external client organizations and vendors.