

DESIGN MANAGEMENT COMPANY

LOS ANGELES | NEW YORK | LONDON

JOB DESCRIPTION

POSITION: Senior Designer
DEPARTMENT: Design Department
REPORTS TO: Principal

POSITION SUMMARY:

South Florida High-End Interior Design firm seeks a Senior Designer responsible for the management and design (both specified further herein below) of assigned projects resulting in successful project completion and satisfied Clients.

DUTIES:

Management and Supervision:

1. Serve as Client liaison with regards to every aspect of Project Management (as further specified herein below). Manage the Client / Company relationship.
2. Collaborate with Principal on assigned projects, and manage the execution of project specifications with support staff of company and subcontractors.
3. Interface with vendors and subcontractors as necessary to coordinate production and project schedules. Prepare any necessary Materials Selection and Room Finish Schedules to facilitate coordination of project.
4. Manage Job-site labor workforce as necessary which includes Company employees as well as Subcontractors.

Design and Drafting:

1. Design, specify, draft and integrate all elements of interior design and architecture including, but not limited to, furniture plans, architectural details including ceilings, walls, floors, window heights, columns, millwork and other built-ins, kitchens and bathrooms and other construction documents.
2. Design, specify, and draft custom furniture as required. Obtain necessary subcontractor quotes for said furniture.

DESIGN MANAGEMENT COMPANY

LOS ANGELES | NEW YORK | LONDON

3. Specify fabrics, floor coverings, wall coverings, lighting, window treatments, furniture and any other items as necessary per project requirements. Serve as project lead or collaborate with Principal as appropriate on project.
4. Research and shop as necessary for project components. Develop conceptual designs, create mock-ups and complete with drawings and renderings as necessary.
5. Perform drafting (by hand or direct Company CAD Dept. Staff) of furniture plans, custom designs, construction drawings and renderings as required.
7. Work closely with Principal on specific project design elements.

Project Management:

1. Review complete project documentation to determine full scope of work, completion of schedules, and any other relevant items. Confer with Principal for clarification, as necessary.
2. Maintain continual two-way communication with Principal and project team regarding project and Client details. Keep all interested parties apprised of significant events.
3. Identify, receive and document problems. Consult with Principal on solutions, handle and follow-up. Review problem status reports for Principal and/or Client as necessary.
4. Meet and communicate with Clients as necessary to complete project components.
5. Visit job site as needed.
6. Travel as necessary to complete project tasks.
7. Serve as liaison with vendors to provide direction and/or to obtain pertinent information in order to create detailed proposals for Client knowledge and approval. This includes preparation of necessary spreadsheets required to disseminate selections to client and processing of detailed proposals (prepared by Purchasing Department) to client.
8. Track and process expenses according to procedure.
9. Other duties as assigned.

DESIGN MANAGEMENT COMPANY

LOS ANGELES | NEW YORK | LONDON

ADDITIONAL PERFORMANCE EVALUATION CRITERIA:

In addition to the competent performance of job duties as listed, the following will also be considered in evaluating overall performance.

1. Teamwork, positive attitude toward others, an overall contribution to the success of the company.
2. Quality of design; ability to capture and reflect the aesthetic concept in all design activities.
3. Contribution to the development of good Client relations.
4. Reliable, daily demonstration of a thorough understanding of project scope as well as consistent attention to detail.
6. Adherence to Company policies and procedures, and to the instructions of the Principal.

ADDITIONAL REQUIREMENTS:

Bachelors in Interior Design
10 years of active interior design experience
Generous compensation and benefits package offered
Relocation for desired candidates