

INTERIORS PROJECT LEADER POSITION AVAILABLE

POSITION	Interiors Project Leader
LOCATION	Charlotte, North Carolina
JOB TYPE	Full Time
YEARS OF EXPERIENCE	4-7+
CAREER LEVEL	Mid-Level
EDUCATION	Professional Bachelor's/Master's Degree in Architecture or Interior Design from accredited school

SUMMARY

C DESIGN is seeking a talented Interior Designer or Interior Architect **with Project Management experience** to work under the supervision of the Director of Workplace Interiors. Candidate is to be experienced in the management of the design process of commercial interiors with emphasis on Workplace practice. The ideal candidate will be competent at leading a small team, detail-oriented, effective and possess excellent project management and communication skills. Must possess the organization skills to prioritize personal and team tasks while handling multiple deadlines.

RESPONSIBILITIES

- **Manage all phases of the design process from inception through construction administration**
- Understanding of programming process, possess excellent space planning capabilities with understanding of test-fits
- Prepare design concepts and presentations including renderings, and other related design materials
- Material selection and specifications
- Knowledge of furniture, furniture systems and specifications
- Assist with consultant, vendor and client relationships
- Assist with materials library maintenance and organization
- Perform research related to building code requirements
- Development of Construction Documents
- Keep supervisor informed of progress and need for assistance

QUALIFICATIONS

- **Solid project management experience**
- Progressive work history of 4-7+ years of experience in a professional design practice
- Qualified applicants should possess or be in process of obtaining professional certification(s) (NCIDQ Certification, AIA licensure)
- Ability to direct and motivate work efforts of other and handle stressful situations
- Ability to self-manage project assignments from start to finish
- Experience with graphics software such as Sketchup, Adobe Creative Suite and REVIT is preferred.
- Possess excellent time management skills and ability to work on multiple projects
- Possess strong verbal and written communication skills, organizational abilities and cooperative approach
- Ability to interact professionally with office leadership and clients
- Technical production skills are necessary and require demonstrated ability to effectively produce design & construction documents.
- Understanding of relevant codes such as state building codes and ANSI 11.

BENEFITS

Competitive benefits package available including medical/dental/vision/life/disability insurance, medical flexible spending account, paid time off, comp time, 401k plan, wellness stipend, tuition reimbursement, testing & licensure reimbursement and discretionary performance bonuses.

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If you would like to join an award winning, energetic and creative multidisciplinary design practice providing design services to a variety of public and corporate clients, please send your cover letter, resume and portfolio to executive@cdesigninc.com.