

Junior Interior Design Project Manager

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Company: Interior Talent

Location: Greenwich

Category: computer-and-mathematical

Junior Interior Design Project Manager Residential Design Firm

This is an exciting opportunity for an experienced Project Manager with Planning + Expediting experience to join a fun-loving and hard-working team.

We are seeking a self-motivated, organized, problem-solving, and team-oriented Project Manager, 2-4 years experience, with the ability to assist on all phases of residential design projects. In this role, you will be an integral part of a small but dynamic team and be exposed to every aspect of the design process. You will report to and collaborate with the Project Managers and Principal Designers from project kick off to completion. In this crucial position, you will support the design team to ensure all deliverables are completed on time and above expectations.

The ideal candidate for this role has the ability to assist in the design, organization, and project management of all phases of design, including but not limited to planning, feasibility, scope and concept development, design review, construction documentation, and construction administration. A successful candidate shall also display a solid working knowledge of construction documentation preparation as well as organization and distribution during all stages of development.

In this role, the **Junior Project Manager** will be expected to use their skills and prior experience to support the team on various tasks. Tasks include:

Assist project progress through timeline management

Support projects from the schematic design phase to the completion of construction through installation.

Carry out design and architectural detailing tasks often, including elevations, space layouts, building sections, special details, etc.

Creating and updating internal documents for projects such as paint, lighting, hardware, plumbing and tile schedules

Identify, document, and troubleshoot issues with contractors, vendors and clients

Make decisions and negotiate project-related issues in collaboration with the Project Managers and Principal Designers

Create and support the project team with documents coordination, including design drawings, construction documentation, and specifications

Perform construction admin duties - RFIs, RFPs, change orders, on-site observation, etc.

Accept AND Provide feedback to ensure successful project completion

Assist coordination of project installations

Qualifications

Minimum 2-4 years of experience in design, construction, or residential design-related projects

Excellent communication skills

Experience with building and construction systems, as well as material finishes and soft furnishings

Execution and knowledge of working drawings and construction documents, custom millwork and furniture drawings, and design

Experience in all residential project phases

Proficiency in AutoCAD, familiarity with interior construction details, design and project management software

Thrives in a fast paced, creative, and collaborative environment

Easily adapts to changing priorities and tasks - the ability to multitask and be proactive

Open to constructive feedback, and a desire to grow professionally & personally

Resourceful in problem-solving and finding solutions

Strong organizational skills, project management skills, and high attention to detail

Strong multi-tasking skills and the ability to manage multiple projects with varying timelines and deliverables at once

Personable, adaptable, and outgoing positive attitude

Self-motivated, hard-working and reliable

For immediate review and consideration, contact: Barry Cales –

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OUR CLIENTS hire us to FIND YOU

Exclusively focused on the Architecture and Design industries

We work with the DECISION MAKERS – Owners, Principals, Directors, and HR

CONFIDENTIALITY & PROFESSIONALISM: We assist with the entire process so that looking into a new opportunity is DISCRETE and CONFIDENTIAL – we highly

value your current position and will never do anything that would bring your future into jeopardy

EXPERTISE: In the industry since 2003

We are your advocate and WE GET IT – we know making a career decision is difficult and we're here for you throughout the whole process

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