



## **Interiors Senior Project Manager**

**Job Code:** R19010\_Interiors Senior Project Manager

Cline Design Associates, PA., is an award winning multi-disciplinary architectural firm with offices in Raleigh and Charlotte, North Carolina. Our expertise is in multi-family housing, mixed-use, commercial, urban planning, retail, recreation, and interior design. With in-house Architecture, Land Planning, and Interior Design, we are able to provide integrated design services that position our clients for success in the marketplace. With our design philosophy, combined with a realist approach, and dedication to quality assurance, we have attained a reputation as one of the leading firms in North Carolina.

We are searching for an Interiors Senior Project Manager for our Interior Design studio in our Raleigh office. Candidate must possess strong project management skills to handle multiple projects simultaneously with projects in varying stages of design. Must be able to manage clients by presenting viable solutions to client needs and can lead client through all phases of the interior design process. Candidate must also have practical experience in Revit.

### **Responsibilities:**

- Manages the coordination of all aspects of interior design project efforts, including administrative and technical aspects to ensure the most efficient and cost-effective execution of assigned projects
- Oversees project team and coordinates schedules and workload
- Programming, conceptual design, schematic design, design development, construction documents and construction administration on projects
- Develop space planning concepts and generate project documents
- Participate in selection of furniture systems and specifications
- Provide project team coordination for finish plan, specifications, and material selections required for construction
- Work with consultants, furniture dealers, product reps and fabricators to meet overall project objectives
- Serves as client liaison with primary responsibility for budgeting, scheduling, ensuring the responsiveness of design solutions and growing the client relationships
- Actively manages, budgets, schedules, programs, and team assignments as well as project communications, documentation, and associated administrative tasks
- Prepares strategic plans, estimate fees, determines scope of work, prepares proposals, assist with contracts
- Responsible for project's financial success
- Provides oversight and guidance of less experienced PM's.
- Assist with or conduct in-house training
- Participate in marketing and business development efforts of the firm especially related to Interior Design
- Oversees/mentors a staff of Interns and Interior Designers
- Performs other duties that may be assigned from time to time

### **Requirements:**

- Bachelor's degree in Interior Design or Architecture from an accredited college or university mandatory
- NCIDQ Preferred
- Seven (7) years' experience
- Experience in all aspects of the Design /Contract Documentation/Contract Administration process
- Experience in managing Client and consultant relationships
- Proficiency in Revit and Adobe Suite; Knowledge of AutoCAD and Sketchup
- Strong graphic and visualization skills as well as strong verbal, written and presentation skills
- Ability to work well in a team environment
- **Portfolio submission required**

With an open office concept, our culture is collaborative, fast-paced, and team-oriented. Our ideal candidate is someone who fits into that culture by being self-motivated to learn fast, with a desire to make a positive impact on those around them.

To join our dynamic firm, please e-mail resume and portfolio to: [michellem@clinedesignassoc.com](mailto:michellem@clinedesignassoc.com). Please include "Interiors Senior Project Manager" in the subject line. No phone calls, please. Cline Design is an EOE