



Interiors Manager

Job Code: R19011_Interiors 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 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.

Responsibilities:

- Oversee the day-to-day operations of the Interiors Group to continue to strengthen the breadth, profitability and work of the Interiors Group
- Promote and foster a culture of collaborative design within the Interiors Group and the entire firm to develop unique design solutions for our clients
- Elevate the level of design and professionalism within the Interiors group
- Manage the overall project schedules and production schedules, ensure a balanced workload
- Mentor and develop staff, providing leadership, clear guidance and regular feedback
- Regularly review financials and profitability of Interiors Group, including pipeline and project cost reports
- Serve as Project Manager for specific projects
- Coordinate efforts with CDA Marketing to develop and execute marketing materials – including portfolios, marketing boards, proposal templates, resumes and to develop business growth initiatives
- Manage Interiors Group staffing – including hiring, promotions, discipline, terminations, target ratios, PTO approval and specific project scheduling; conduct performance reviews
- Maintain existing client relationships and build new client relationships
- Attend client meetings and presentations with Project Managers as needed
- Maintain QA/QC in all phases of the design and documentation process; oversee the continued development of Interior Design standards for all phases of the design process
- Review, coordinate and prepare proposals including scope and fees
- Participate in professional and trade organization activities and networking events Oversee continued improvement and development of the Furniture phase and process

Requirements:

- Bachelor's degree in Interior Design or Architecture from an accredited college or university mandatory
- NCIDQ Preferred
- Ten (10) years' experience
- Preferred experience in a leadership role
- Proven track record of problem-solving skills and informed decision making
- 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. Please include "Interiors Manager" in the subject line. No phone calls, please. Cline Design is an EOE