



Project Manager

Job Summary

Manage all phases of interior design projects, including project set-up, design, and construction administration. Directs planning, organizing, and monitoring of project activities to ensure that services are consistent with client program and firm standards. Ensure services are delivered to client within the fee, project budget, and schedule.

Responsibilities and Duties

- . Confer with Creative Director, Project Director and/or client to discuss project goals, schedule, and other relevant criteria.
- . Participate in preparation of project budgets, project schedules, travel schedules and consultant cost management.
- . Strong leadership, organization, communication, and relationship management skills.
- . Develop and maintain a positive relationship through open communication with client and design team.
- . Initiate and maintain staff utilization / work plan throughout the course of the project.
- . Prepares project status report and reviews with the Project Director.
- . Assist in contract preparation and negotiation.
- . Participate in preparation of project work plans, allocate fees/hours by phase/task/person, and monitors semi-monthly.
- . Develops fee billing and manages fee collections, while coordinating with the financial team
- . Recommend changes / modifications to improve project delivery system.
- . Prepare supplemental service proposals for approval of Project Director.
- . Provide project team coordination for project deliverables. Guide external design consultants from conceptual design, through construction administration.
- . Develop project goals in conjunction with other team members.
- . Initiate / coordinate team meetings and design reviews.
- . Ensures project delivery within project criteria and firm standards.
- . Create project directory, including contact information for client and all consultants.
- . Provide coaching and mentoring to junior level staff.
- . Comprehensive knowledge of architectural and interior design practices and procedures, including working knowledge of FF&E processes.
- . Initiate client meetings.
- . Participate in professional organizations.
- . Skilled in time management and contributes to financial success of projects.

Qualifications and Skills

- . **Education:** Bachelor's degree in Architecture, Construction, Interior Design, or related field.
- . **Experience:** 5+ years of experience in managing Architecture / Interior Design-based projects.
- . **Technical Skills:** Computer skills with proficiency in AutoCAD, Revit, Adobe Creative Suite (InDesign & Photoshop), MS Office.
- . **Language Skills:** English, French strongly recommended.

Reports To: Creative Director, Project Director