

Sr. Project Manager for Workplace Interiors Team (Corporate Interiors)

Education/Licensing/Accreditation Qualifications:

- Professional Interior Design or Architecture Degree is required.
- Licensure as an Interior Designer or Architect is required.
- LEED® accreditation is strongly preferred.

Experience Qualifications:

- 10-15 years of relevant full-time work experience with a minimum of 5 years' experience with corporate interior experience in a management role.
- General knowledge of IBC Building Code with City of Houston Amendments (2006 version) and BOMA [ANSI/BOMA Z65.1-2010 version] is required.
- Experience with Newforma and Deltek Vision is preferred.

Responsibilities:

- Responsible for managing corporate interior projects ranging in size from 10,000 sf – 200,000 + sf as the primary day-to-day contact with clients.
- Responsible for managing a small team including a designer, project architect and support personnel.
- Assist in developing fees, schedules, agreements and client presentations.
- Identify client goals, objectives and quality expectations and excel at communicating this information to the project team.
- Maintain communications and positive relationships with clients, consultants and team members.
- Maintain project records in accounting/resource planning database in accordance with firm policy.
- Use firm project management tools for project initiation, planning, billings, collections and labor tracking.
- Assess, with studio principals and accounting personnel, project profitability, collections and backlog projections.
- Possess senior level management, organizational and presentation skills.
- Demonstrate general knowledge of building materials, construction methods and building systems.
- Monitor team members' progress and evaluate each member's performance at least annually.
- Reports directly to Studio Principals.

Design Skills:

- Advocates design and is able to conceptualize design, and/or advance the concept technically or managerially.
- Demonstrates a high level of skill in project management with the ability to articulate design concepts or solutions to clients.
- Advocates sustainable design practices.

Business Development Skills:

- Has proven verbal presentation skills in interviews with potential clients.
- Has proven track record of marketing and business development.

Technical Skills:

- Is proficient in Revit and AutoCAD to the extent necessary to review project drawings.
- Is proficient in Microsoft Office Software, including Microsoft Project.

Professional Qualities and Behaviors:

- Demonstrates leadership qualities and strong business acumen.
- Leads effective team collaboration.
- Maintains a positive and professional attitude.

Notes:

- Only qualified applicants will be considered.
- Please send your resume and portfolio to hr@zieglercooper.com.
- Attachments must be kept under 10 MB.