

Interior Designer + Project Manager

Relocation Strategies is looking for a full time Interior Designer + Project Manager with 3 to 7 years of FF&E and project management experience. Always the advocate for our clients, Relo Interior Designer + Project Managers are trusted in establishing effective strategies to maintain project development and maximize client happiness. The Designer + Project Manager role will be responsible for analyzing client needs to manage efficient moves and transitions, as well as full-service design packages.

Job Tasks:

- Meet with clients to analyze and address design, move, and FFE needs
- Participate in site visits with clients and Senior Design staff
- Inventory, tag, and document existing FFE
- Assist with space planning, including furniture re-use, to meet client wishes
- Select, present, and specify finish materials and furniture suggestions for clients
- Oversee and manage move of existing and new FFE and staff possessions
- Coordinate effective change management systems among clientele to maximize employee satisfaction

The ideal candidate would have the following qualities:

- Detail oriented and well organized
- Ability to manage multiple projects at various phases at one time
- Comfort working with current design software programs
- Knowledge or experience working with designing or specifying office furniture
- Good listener and a team player
- Self-starter with the ability to work independently within a team environment

Job Qualifications:

- Must possess an Interior Design degree, ideally a Bachelor's degree
- Must have 3-7 years of work experience in the interior design or furniture field, ideally on commercial projects
- Must be proficient in AutoCAD, Word, Excel, and PowerPoint; Ideally proficient in Revit and Sketchup as well
- Must have familiarity with specifying office furniture, preferably using CAP 20/20
- Must be a good communicator with an aptitude for positive client interactions

Job Perks:

- Health Benefits
- Flexible Hours
- Relaxed Dress Code
- 11 Paid Holidays
- Volunteer Days
- Comp Time
- Fun Work Environment
- Competitive Salary
- Cell Phone & Fitness Stipend