

Project Manager for Workplace Interiors – Landlord Team

Please send your resume and portfolio to hr@zieglercooper.com

Qualifications:

(Minimum educational, licensing and experience requirements)

Education/Licensing/Accreditation:

- 4 year Interior Design or Architecture Degree.
- Interior Design or Architecture License is preferred for this position.

Experience:

- 7-10 years of relevant full-time work experience with a minimum of 3 years' experience with corporate interior or space planning experience.
- General knowledge of IBC Building Code with City of Houston Amendments (2006 version) and BOMA [ANSI/BOMA Z65.1-2010 version]
- Experience with Newforma and Deltek Vision is helpful.
- LEED accreditation and experience with Existing Buildings (EB) and Corporate Interiors (CI) is helpful but not a requirement of this position.
- Knowledge of commercial furniture manufactures and products is a plus.

Responsibilities:

- Responsible for managing space planning services on multiple commercial buildings.
- Primary day to day contact with clients.
- Responsible for providing programming, space planning, technical documentation, area calculations, coordination with consultants and administration of construction phase services
- Reports directly to Studio Principals.
- Assists in developing fees, schedules, agreements and client presentations.
- Assist with invoicing and collections.

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 design, technical coordination, or project management.
- Advocates sustainable design practices.
- Is able to research and evaluate design materials, products and construction methods.

Communication Skills:

- Has proven verbal presentation skills.
- Has proven graphic presentation skills.
- Is able to participate in marketing interviews.



- Has proven client communication skills.

Technical Skills:

- Is proficient in AutoCAD; experience with Revit and Sketch Up is helpful.
- Is proficient in Microsoft Office, Microsoft Project Schedule is a plus.

Professional Qualities and Behaviors:

- Must demonstrate leadership qualities and a strong business sense.
- Collaborates effectively on a team basis.
- Maintains a positive and professional attitude.

Notes:

- Only qualified applicants will be considered
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