

## Senior Project Manager for Workplace Interiors – Corporate Interiors

Please send your resume and portfolio to [hr@zieglercooper.com](mailto:hr@zieglercooper.com)

### QUALIFICATIONS:

#### Education/Licensing/Accreditation

- Professional Interior Design or Architecture Degree is required.
- Licensure as an Interior Designer or Architect is required.
- LEED® accreditation is preferred but not a requirement of this position.

#### 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.
- LEED Accreditation and experience with Corporate Interior projects (ID+C) is helpful but not a requirement of the position.
- General knowledge of commercial furniture manufacturers and products is required.

#### 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 team including a designer, project architect or job captain 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.
- Use firm project management tools for project initiation, planning, billings, collections and labor tracking.
- Update and assist with collections, manpower scheduling and fee 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.
- Report directly to Studio Principals.

**Design Skills**

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

**Communication Skills**

- Proven communication and verbal presentation skills.
- Excels at participating in marketing interviews..

**Business Development Skills**

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

**Technical Skills**

- Proficient in Revit and AutoCAD to the extent necessary to review project drawings.
- 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.
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