

# Project Manager

## EDUCATION

Professional accredited degree in Interior Design or Architecture

## EXPERIENCE

Minimum of 8 years in the Commercial Interior Design profession as a Project Manager

## LICENSE

Must be licensed in State of Texas

## OBJECTIVE

The Project Manager demonstrates strong leadership skills in order to maintain and manage many projects and tasks at one time. The Project Manager maintains a strategic view of the various projects and deadlines and directs multiple projects through the required phases for the deliverables. He/she develops and maintains strong relationships with Clients. Demonstrates proactive and timely communication with client representative(s), consultants and internal team. The Project Manager assists with Proposals and Fee development as well as Business Development efforts.

## JOB SCOPE/ESSENTIAL FUNCTIONS

- Strong leadership, organization and communication skills
- Effective verbal and written communication skills
- Problem solving skills, attention to detail and self- starter to improve and better the deliverables
- Function as the primary contact for all communication between the Clients
- Ability to professionally communicate when under pressure of multiple demands
- Manage and communicate to the project team the scope, deadlines, fees, and hours per employee on team to complete the task
- Proactively identifies ways to improve team communication, performance, and morale
- Mentor junior staff with responsibility for oversight
- Cultivates and maintains a positive working relationship with clients, internal team members and consultants
- Responsible for the complete integration of design and technical aspects of the project and for the clear and timely communication of information to the project team and compliance the project team's goals
- Proactively monitor team's deliverables (with eye to future deliverables), schedules and profitability
- Project Manager responsible for issuing Proposals and Work Authorizations and gaining approval prior to work starting
- Ability to negotiate and manage project scope and fee as well as risk management

# INTERPRISE

- Responsible for billing, account receivables and profitability on Projects
- Participate in presentations for business development and lead project presentations
- Advanced knowledge of project design process, construction documentation and administration
- Proficient knowledge of building and accessible codes
- Proficient in BOMA standards (Tenant Design specific)
- Proactively identifies ways of improving deliverables, method of preparing deliverables etc.
- Demonstrates desire to improve professional growth through attending industry functions, CEU, suggesting and leading training classes for studio, etc.

## MINIMUM REQUIREMENTS FOR PROMOTION

- Demonstrates strong marketing and business development skills
- Demonstrates proven ability to prepare Proposals and Fees that win projects and are profitable
- Demonstrates strong leadership and respect amongst the Interprise staff and industry

## SUGGESTED PROFESSIONAL GROWTH

- Be active in a professional association and attend meetings
- Attend CEU classes
- Suggest and lead training topics for Interprise

## PROGRAMS

- AutoCAD
- Revit
- InDesign
- Photoshop