

INTERIOR DESIGNER | TI ACCOUNT MANAGER

The primary focus of the **Interior Designer | T.I. Account Manager** is to provide the utmost in design services and client experience. They will support the Design Director and team in all aspects of design and production, as well as lead the coordination and project management on select Tenant Improvement accounts.

RESPONSIBILITIES

- Work with the Design Director to manage small full-service projects
- Manage projects, tasks, and client communication on assigned TI accounts
- Create schematic plans and concept sketches to establish the vision
- Prepare preliminary design concept packages and presentations
- Lead client/project team meetings and presentations as required
- Develop and support production of pricing plans/packages
- Coordinate samples and select materials that support the vision and budget
- Develop FFE concepts and coordinate selections with vendors
- Coordinate MEP background drawings and assist with production
- Create plans, elevations, schedules, and construction notes
- Oversee and support the production of construction/permit documents
- Coordinate permit submittals, RFI responses, and construction administration
- Support the design team with meeting notes and correspondence
- Support leadership team in reviewing and auditing client invoices – monthly
- Attend PM and team meetings – weekly

QUALIFICATIONS

- 4+ year degree in interior design, interior architecture, or architecture
- 5+ years of experience in a commercial interior design/architecture studio
- 2+ years of experience working with landlords/brokers on TI accounts
- High level of proficiency in AutoCAD Architecture 2020 and Microsoft Office Suite
- Strong client and team management skills, including ability to take command of project from start to finish, drive decision-making processes, display confidence in ideas presented, and think quickly to ensure forward movement of the project
- Advanced knowledge of the design process, phasing, scheduling, and budgeting
- Advanced knowledge of ADA guidelines, life safety, and local building codes
- Working knowledge of the application of color, materials, and aesthetic form
- Working knowledge of drafting interior design drawing packages, including reflected ceiling/electrical plans, finish plans/specifications, and all schedules
- Working knowledge of construction materials, methods, terminology, as well as experience with on-site supervision and decision-making
- Experience working with vendors, craftsmen, fabricators, installers, and unique resources to coordinate FFE specifications and custom design elements.
- Strong organizational skills with attention to detail and ability to prioritize competing task/project demands, both personally and for project team
- Strong verbal and written communication skills

**Please email resume + portfolio to Shannon Murray at
shannon@createandcompany.com**

