

Job Description

Title: Senior Project Manager **Reports to:** Managing Principal **Date:** 11/09/11
Interior Designer/Architecture

Broad Function

Assist and educate clients on the interior design process. Interview clients for their needs, priorities, and current space requirements. Determine services necessary to complete the project and communicate those services to the Design Director for a contract.

The designer is expected to run the total design project to in communication, timeframe management, budget management and expectation management. Manage the design team that supports them. Perform as an APM Architectural Project Manager, which is responsible for running the total turnkey project in partnership with the sales executive that delivered the opportunity.

Professionally represent Facilitec, Inc. with the client and all outside team members, as well as communicate, when appropriate, the other services Facilitec, Inc. offers.

Specific Responsibilities

1. Perform as APM on turnkey projects, see APM job description.
2. Work with and communicate with clients and other team members verbal and written.
3. Produce space plans, pricing documents, construction documents after programming the client using Facilitec standards for all size projects.
4. Coordinate and understand other disciplines to complete projects – (building standards, furniture, electrical, finishes, mechanical, architecture, structural, etc.) under APM role of FaciliTRAC.
5. Knowledge of building and fire codes. Ability to use the resources available to find answers to questions and communicate with code officials.
6. Manage client meetings.
7. Ability to delegate and oversee sections of a project with other design team members to meet deadlines. Generate and maintain project team task list.
8. Field verification
9. Maintain accurate project records of time, billable percentages, project status, scheduling timeline, 30% GP profitability or higher and proposal breakdowns.
10. Manage the clients' construction budget, TI allowance, or benchmark as well as develop functional and aesthetic design that the client desires within that budget.
11. Maintain and continuously develop knowledge of products, client base, technology, design techniques, and code compliance issues.
12. Oversee teamwork and progress, making sure that it meets deadlines and keeps within proposed time frames and costs.
13. Mentor/coach other employees.
14. Assist clients and account executives in new business development. Interview prospective clients to discover needs and priorities. Determine services necessary to prepare for the project scope.
15. Manage customer expectations relative to services offered (design or furniture) and enforce company values.
16. Ability to manage stress for ones self and for others.
17. Maintain an 90% or higher grade average on FaciliTRAC training review questions
18. Create a request for a contract and job number of all kinds for the design department as requested by the sales organization.

19. Understand the program analysis and perform interviews as well as create a program analysis deliverable document.
20. Implement the Facilitec bid process to include the creation of the RFP, field questions and document, and complete bid analysis.
21. Manage and create VE process to include the conversation with others “contractors” to show cost reduction.
22. Manager a project under contract commitments by profitability, contract task outline, and client expectations.
23. Manage other professional vendors involved i.e. Engineers, furniture, and other vendors required in turnkey projects as it relates to the design project.
24. Create punch list, project close out requirements and all construction administration tasks. (i.e. Submittals, shop drawings, RFI’s, construction meetings etc.)
25. Ability to work and communicate with Brokers and Landlords in relation to the design and real estate deal.
26. Able to work with Building Standards and generate lease lines for RSF and USF as well as create lease logs.
27. Manage and coordinate of interoffice team members (i.e. Furniture, sales, accounting, sales support and relocation.).
28. Get client sign off on all deliverables prior to moving to the next phase.
29. Get all contracts, request for service, and LOA’s signed prior to performing work or supplying deliverables.
30. Understand Architectural details and create new ones with APM assistance.

Qualifications/Skills Needed

1. Bachelor Degree in Interior Design or Architecture from accredited school with a minimum of five years experience in tenant planning interior design firm.
2. NCIDQ certified with intent to become State registered or NCARB License.
3. Proficient in AutoCAD 2008 or higher, Quickbooks, Microsoft Word, Microsoft Excel, Microsoft Projects, and Microsoft Outlook
4. Leadership skills and a decision maker with positive attitude and assertiveness.
5. Business Development and Client Relations will be 20% of job function
6. Knowledgeable in codes, A.D.A rules, in full understanding of B.O.M.A. measuring methods, knowledgeable in Life Safety rules and stays up to date on C.E.U. courses.
7. Strong decision-making and problem-solving skills along with the ability to facilitate.
8. Strong written and verbal communication skills.
9. Ability to multi-task while staying organized and flexible (open to change).
10. Understanding of real estate as to tenant design.
11. On going educational training in areas that are in line with the personal, professional and corporate objectives.