



INTERIORS
REMEMBERED

Design Project Coordinator

 **TEMPE, AZ**

ABOUT US

Interiors Remembered is a full service interior design studio, family owned and locally operated in the Phoenix Valley for nearly 30 years. We specialize in new builds and remodels and offer a wide range of design services to meet an assortment of client needs.

JOB DESCRIPTION

Interiors Remembered is seeking a highly motivated, organized, and enthusiastic Design Project Coordinator to manage the schedules and timelines of new and current projects. A successful candidate possesses a strong eye for meticulous execution, has refined visual presentation skills, and strong interpersonal skills. They have a keen understanding of residential project timelines and budgets and are able to effectively problem solve with little guidance. Ideal candidates are HIGHLY organized, able to work independently as well as part of a team, possess excellent written and verbal communication skills, and of course must love all things design!

RESPONSIBILITIES

- Collaborate with Design Director on assigned projects and manage the execution of project specifications from beginning to end with support of staff and contractors.
- Interface with vendors and subcontractors as necessary to coordinate production and project schedules. Prepare any necessary material selections and room finish schedules to facilitate coordination of the project.
- Manage job site labor workforce as necessary including company employees as well as subcontractors.
- Design, specify, draft, and integrate all elements of interior design and architecture including but not limited to: furniture plans, architectural details such as ceilings, walls, floors, windows, columns, millwork, kitchens, bathrooms, and other construction documents.
- Design, specify, and draft custom furniture as required.
- Research and shop as necessary for project components.
- Develop conceptual designs, create mock-ups, and complete with drawings/renderings as necessary.
- Review complete project documentation to determine full scope of work, completion of schedules, and any other relevant items.
- Keep all interested parties apprised of significant events.
- Identify, receive, and document problems.
- Review problem status reports for the Design Director & client as necessary.
- Meet & communicate with clients as necessary to complete project components.
- Visit job sites as needed.
- Serve as liaison with vendors to provide direction and/or to obtain pertinent information in order to create detailed proposals for client knowledge and approval.
- Update spec sheets.
- Follow all orders closely and stay on top of delivery timelines.

QUALIFICATIONS

- 4+ year degree in Interior Design or equivalent in a design field.
- Minimum of 2-3 years working under a Design Director in an Interior Design firm.
- 4 of more active years in Interior Design and/or Construction.
- Vehicle to visit project sites.

ADDITIONAL INFORMATION

- Full time / 35 hours per week. Studio days: Monday - Thursday. Work from home: Friday.
- Job length: indefinite

SERIOUS & QUALIFIED CANDIDATES MAY DIRECTLY
EMAIL THEIR RESUME AND PORTFOLIO TO:

ATHENAV@INTERIORSREMEMBERED.COM