



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Interior Design Manager

As Interior Design Managers, these professionals must exhibit leadership skills to manage interior design projects from conception to completion. They are typically involved in all aspects of the interior design process and are able to understand architectural process with a basic knowledge of construction/installation.

They must be able to use relevant software, have excellent presentation and interpersonal skills, as well as, good oral and written communication skills. They must work well in a team environment with other managers to share project data, exchange ideas and move forward to complete all project tasks within a given timeframe. They must be knowledgeable in current industry standards related to materials and other elements, as well as, keep themselves up to date with new technology and materials that are available in the market place. They must read relevant professional journals, attend additional interior design classes and relevant workshops. They will be required to travel to visit places or to look for new ideas relevant to their profession. In addition, they may have to train new interior designers.

They can work in an office or construction environment, depending on the project's needs. They work closely with construction managers to oversee the design details and check logistics efforts. Harwood Design Factory (HDF) Interior Design Managers work in a fast-paced environment and use their strong multitasking abilities to prioritize tasks.

Classification

Exempt/Salaried

Essential Functions

Job Functions

- Managing interior design projects in coordination with architectural design projects on behalf of Harwood Design Factory (HDF).
- Managing all or different aspects of the projects, including: Design and facilitating design tasks, provide critical advice on design concepts, feasibility review, constructability review, shop drawing review, jurisdictional review, budget planning and schedule.
- Plan, design, and furnish interiors of residential, commercial or other building types.
- Subcontract fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items.
- Coordinate project's design requirements with in-house departments.
- Coordinate with various consultants.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Adaptability/Flexibility

- Budgets/Cost Control
- Communication
- Creativity/Innovation
- Decision Making/Judgment
- Interpersonal Skills
- Job Knowledge

Supervisory Responsibility

Yes

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours is allowed.

Required/Preferred Education & Experience

- Minimum 5-year experience as Interior Design Manager in at least 3 or more of the following project types: High Rise, Mixed-Uses, Commercial/Office, Commercial/Retail, Multifamily Residential (Luxury Condos & Apartments), Hotels & Resorts, and Restaurants.
- Minimum 3-5 years of demonstrable success in managing a team of designers working multiple projects concurrently
- Degreed/Certificate of Completion from an accredited program/college
- ID Registration required
- Fluent in AutoCAD and/or Revit (BIM a plus), Adobe Photoshop, Sketchup, MS Office (Word & Excel), and other 3D and Rendering Software.

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com

