

## **Senior Interior Designer**

### **Summary:**

*Lead team with humor and passion through the design process to champion client's goals. Foster continuous relationships with clients and coordinate with architects and construction admin to see projects all the way to the finale and beyond.*

### **Duties/Responsibilities:**

- Work in tandem with the Director of Interiors as the primary day-to-day contact on identified projects
- Manage projects of all sizes and levels of complexity
- Identify client goals and objectives and lead the communication of this information to the team assisting in the management of client expectations
- Provide project team leadership to junior staff members
- Oversee teammate tasks and provide feedback on work product
- Oversee team alignment with project schedules, deliverables and budgets; direct communication and coordination with the Architectural PM on joint Architecture & Interiors project
- Lead effort of design concept in the schematic phase
- Participate in the design control of projects in the design development construction document and construction administration phases
- Review and assure design and technical document accuracy (QM – Quality Management) of other more junior teammates prior to distribution
- Review of engineering drawings (QM – Quality Management) to ensure they comply with design solution
- Participate in the continued efforts to develop interiors standards and best practices; including proficiency in REVIT, Sketchup, Photoshop Suite, Microsoft Excel
- Maintain an understanding of current design trends, products, construction systems and building
- Assist Construction Administration team with review of submittals and shop drawings and RFI responses
- Review of purchase orders from procurement agency and/or furniture dealership

### **Skills/Abilities:**

- Proficient in the following software:
  - AutoCAD
  - Revit
  - Sketch-up
  - Adobe Creative Suite
  - MS Office Suite
- Strong competency in interior design specifications, calculations and industry standards, and application of building codes and specifications
- Ability to direct and coordinate work efforts of junior staff
- Experience in all phases and aspects of a project
- Effective verbal and written communication skills

**Education/Experiences:**

- **8+ years of relevant full-time experience**
- Bachelor's Degree from a CIDA Accredited Interior Design school or Architecture School
- Licensure or interest in completing your NCIDQ exams

**About BB+M:**

*BB+M Architecture is a well-established, growing, and award-winning firm in Charlotte, NC. We don't just have a passion for design, but we also find joy in the journey and success of our clients.*

*At BB+M, we believe you should be good at what you do, love what you do, and (most of all) not take yourself too seriously. Our clients respond well to that attitude, and our work and casual environment reflect it. BB+M's culture is critical to our success. Candidates should have a positive, ego-free attitude, a willingness to learn, and enjoy working in a team environment.*

**Apply:**

Please drop us a line at [careers@bbm-arch.com](mailto:careers@bbm-arch.com) with your CV and qualifications/portfolio of your work in pdf format or link to your website and we will consider you for future opportunities.

Check out our website and social media to get to know us!

[bbm-arch.com](http://bbm-arch.com) | [@bbm\\_arch](https://www.instagram.com/bbm_arch)