

Interior Designer/Project Manager Position

Studio Guilbeau in Nashville, Tennessee is seeking a talented interior designer with at least 3-4 years experience in design, document production, and project management. This position offers an incredible opportunity for an energetic, motivated and passionate individual to grow with an established, friendly and well-respected design team.

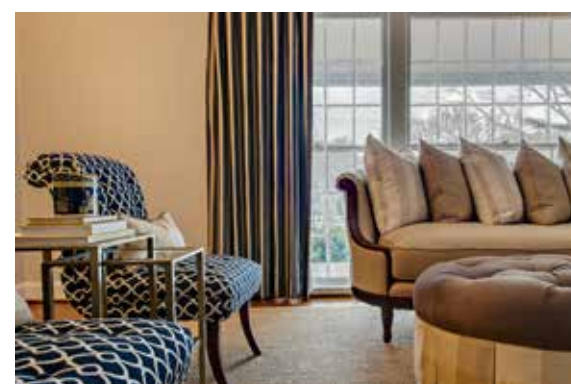
This position will be working directly with the principal of the firm and is responsible for developing and executing multiple projects from the conceptual and presentation stage through the project completion.

The position's responsibilities will include:

- Support principal with all aspects of projects
- Project management including developing and managing schedules and budgets
- Client meetings
- Concept presentations
- On-site measurements and photos
- Floor plans, color and material schemes, hand sketching
- Produce specifications and CAD drawings
- Prepare all input for purchasing
- Work with expeditor on order processing
- On-site coordination
- Assist in management of Junior Designers and Quality Assurance

Requirements include:

- Must hold a degree in Interior Design from a CIDA-FIDER accredited school
- 3-4 years of progressive experience in another design firm is a must
- Excellent customer relationship skills, attention to detail, tenacity and problem solving abilities
- Strong time management skills to successfully work on multiple projects
- Must be able to demonstrate strong capabilities in handling and overseeing a project from concept through final completion
- Must be able to work efficiently and effectively under deadlines
- Proficiency in project coordination with clients, contractors and vendors
- Proficiency in construction drawings, codes, materials, furniture, finish selections and specifications
- Proficiency in Microsoft Publisher, Sketch Up, Adobe PhotoShop, Revit, Microsoft Word, Excel, Studio Webware
- Must be extremely professional, reliable, and punctual, be able to work late as needed, have personal stability and live within 30 minutes of Nashville, Tennessee
- Must possess extensive product and vendor knowledge
- Must have a valid Driver's License and reliable vehicle



This is an outstanding opportunity for the right candidate to work in a beautiful office, and gain a high level of autonomy while working with a dynamic clientele.

Qualified candidates please e-mail their resumes with cover letter and salary history to STUDIO GUILBEAU at:

inquiries@marcelleguilbeau.com

Compensation is commensurate with experience.

Thank you and we look forward to hearing from you!

WELL-QUALIFIED APPLICANTS ONLY, PLEASE.