

STONE INTERIORS

Designer / Project Manager

This position:

- Works closely with the Senior Designer to develop and execute designs from the conceptual and presentation stage through completion and final installation. Shares responsibility for the success of our projects.
- Manages progress toward design deliverables and project schedule
- Represents Stone Interiors, adhering to and promoting the company standards of elevated service and design excellence

Key Responsibilities

Work effectively on multiple projects and deadlines simultaneously, supporting all aspects of design process from concept through installation

- Work closely with Senior Designer to develop program and interior design vision
- Mentor design team and offer opportunities for professional growth
- Support team from concept stage through the design process to completion
- Source furnishings, materials, products; create drawings + specs for custom furnishings
- Provide regular project, production, and other schedule updates to Senior Designer
- Manage the project team, including assigning and supervising tasks
- Support team at client presentations, taking notes and documenting meeting minutes
- Create and update project budgets + schedules (materials, lighting, hardware, etc.)
- Manage procurement process with design team and expeditor
- Coordinate with expeditor re: production schedule, delivery/installation and inspection

Skills + Knowledge Required

Minimum of 4 years full-time experience as a professional interior designer in high-end, residential interior design

- BS/ BFA degree in Interior Design/ Interior Architecture, or Architecture
- Fluent in AutoCAD, Studio Designer, Adobe Creative Suite, Microsoft Office Suite, and Asana (or similar task-management system); hand sketching a plus
- Full knowledge of the procurement process
- Proficient with construction drawings, details, codes, materials, finish selections, and specifications
- Conversant with trade specifications for furnishings and custom furniture, textiles, carpets, window coverings, lighting, and hardware. Familiarity with Bay Area vendors and custom workrooms a plus.

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Communication Strengths

Personable and professional (clear, concise) in written and verbal communications with clients and design partners

Personal Strengths

- Team player who likes to collaborate and share resources + insights
- Detail-oriented, highly organized, reliable, with excellent time management skills
- Confident, accountable, self-starter who takes direction well and is receptive to feedback; listens and brings their best to all tasks, great or small

Note: Must be able to travel as necessary for out-of-town projects

Compensation commensurate with experience.

Please include cover letter, resume, and portfolio to apply.