



## **Studio S Squared Architecture, Inc.**

1000 S Winchester Blvd.

San Jose, CA 95128

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[www.studios2arch.com](http://www.studios2arch.com)

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### **INTERIOR DESIGN PROJECT MANAGER**

Custom residential and interior design firm located in west San Jose (walking distance from Santana Row) is seeking an experienced design-oriented interior designer to join our friendly and growing team.

#### **Job Description/Responsibilities**

Working under the Interior Design Director, provide design and project management for high-end custom and developer single family residential, generally ranging from 3,000-8,000 s.f. in the greater San Francisco Bay Area. Studio S Squared Architecture is a top 25 firm by annual gross revenue per the Silicon Valley Business Journal, and the #1 architect in California on [Houzz.com](http://Houzz.com).

#### **Job Role within Organization**

##### **Core Responsibilities**

- 3D modeling (Sketchup and ArchiCAD) and 2D CAD (AutoCAD) work under supervision of Design Director
- Space planning, developing unique design concepts under supervision of Design Director
- Producing drawings for architectural set (lighting layouts, reflected ceiling plans, base file coordination in CAD)
- Coordination with architectural team
- Management and assistance of interior schedules, selecting finishes and fixtures
- Quote requests and evaluation for accuracy from various vendors such as plumbing, appliances, doors, etc.
- Updating clients on project progress, regular client communication in regards to design changes and updates
- Management of drafters for interior construction documentation, QC'ing sets and ensuring design details are properly documented
- Assist with coordination with architectural consultants as needed
- Attending and assisting with design presentations
- Responding to submittals and RFI's for current projects under construction
- Site visits for milestones throughout interior construction process
- Assisting and hosting showroom visits with clients

##### **Requirements**

- Bachelor's Degree in Interior Design
- Legally allowed to work in U.S.
- Proficiency in ArchiCAD, AutoCAD, Sketchup/Layout, Google Suite, & Adobe Design Suite

- Proficient in putting together and QC'ing construction document sets, including detailed elevations & construction details
- Detail oriented, eager to learn, and able to work within deadlines
- Possesses and exudes dynamic energy, passion & enthusiasm
- Ability to stay focused and organized between multiple projects
- Collaborates and communicates effectively and professionally with multidisciplinary team members
- Excellent written and oral communication skills
- Passionate about design with an eagerness to constantly learn
- Experience with social media use
- Ability to read and understand floor plans, elevations, and sections expertly
- Asks questions for clarity, keeping Director informed of progress or set backs
- Offers feedback on how to improve system and procedures when opportunities arise, and take initiative to make positive change
- Shows a good eye for colors and materials, understanding of materials and their proper applications
- Demonstrate a comfort level in design explorations
- Strong time management skills

### **Perks**

- Strict 40 hour work week
- 401(k) matching
- Annual reviews and Quarterly Incentive Compensation bonuses
- A nurturing, training-focused culture
- A collaborative work environment where everyone's opinion matters
- After initial 12 months, up to 15 personal days off each year
- This is a fantastic opportunity for a well-organized, observant and motivated person who thrives working in a creative environment!

Interested candidates should send cover letters, resumes and portfolios to [sierra@studios2arch.com](mailto:sierra@studios2arch.com).

**No phone calls or drop-ins please.**