Our company is searching for experienced candidates for the position of interior. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for interior

- Purchase, track and maintain inventory of Model Furniture
- Coordinate with Merchandising Assistant on delivery and installation schedules of Model Furniture
- Liaise between vendors and project team, general contractors, director of construction, other project managers, architects, procurement companies, asset managers and purchasing staff
- Track and report on procurement and expediting, and ensure complete and timely delivery of the FF&E
- Assist with site logistics and supplier deliveries for FF&E in coordination with project team
- Perform cost estimating and preliminary pricing to monitor pricing in the FF&E budget
- Communicate with external and internal key stakeholders regarding status updates, progress and financial reporting, budgets, change orders and vendor performance metrics
- Assist with strategic planning to increase cost and process efficiencies, supply costs and cost savings on a regular basis
- Cultivate and maintain strong vendor relationships
- Track status updates and communication with vendors

Qualifications for interior

- Candidate must be willing to travel domestically and overseas as deemed necessary per project
- Subject matter expertise at the full performance level in design and space planning of commercial and governmental interior construction projects
- Demonstrated experience in gathering and defining design requirements with requesting customers and preparing alternative solutions ranging from conceptual design to final design within established parameters
- Demonstrated experience creating design and construction documents, and generating presentation graphics, collecting, preparing, and reporting programmatic information
- Has a keen sense of what the client needs and brings that design concept and implement it