

Hahnfeld Hoffer Stanford (www.hahnfeld.com) is a 50+ year-old architectural firm with deep roots in the Fort Worth and North Texas communities. We pride ourselves on creative, high-quality design; organized, detailed management; and professional, family-like corporate culture. We are committed to providing superior service to our existing client base while creating new relationships through community leadership and outreach.

Interior Designer – Project Coordinator

Will assume responsibility for effective project coordination within the firm and focus on ensuring success through excellence in performance. The Interior Designer will work in conjunction with the Architects on ground up buildings and on standalone interior design projects. The successful candidate will be a creative, multi-dimensional decision maker and analytical thinker who is comfortable working on multiple projects at once. Conscientious efforts toward becoming an in-house expert on project development and taking a strong role as a team player will be rewarded.

If this sounds like you, you may be our ideal candidate. We welcome you to take the first step of our employment process by submitting your resume to: Charlotte Swords, Business Manager at cswords@hahnfeld.com. The position is for our Fort Worth office.

Required Skills and Experience

2-5 years of experience coordinating the development of small to medium-sized projects of varying types including Municipal, K-12, Higher Education, Religious, Office, Industrial, and Retail.

Experience coordinating and working with consultants, specifications, and project schedules

Ability to work well both independently and as part of a team

Professional degree in Interior Design

Licensed or pursuing licensure

Proficient with Revit, AutoCAD, Microsoft Office (required)

Proficient with Photoshop and Sketch-up (preferred)

Excellent written, oral and graphic communication skills

Displays consistency, dependability, reliability and accuracy, along with high attention to detail and client focus.