



Interiors Project Manager

Position Overview

We need your outstanding corporate interior design and project management skills to expand the scope of NI's Facilities team. The Interiors Project Manager, reporting to the Facilities Design Manager, is responsible for participating in facilities planning, interior design, furniture reconfiguration, and project management for our 100+ global offices. This position will own, or work as a team to complete, a wide variety of corporate facilities interiors projects.

You are expected to set and maintain the highest levels of service with everyone you encounter, forge meaningful relationships across the company, be kind and respectful to everyone you meet, and respond to all of our customers' facilities needs expediently.

Key Responsibilities

- Working with our Facilities Design Manager and International Facilities Manager to program, test fit, and design projects for our corporate headquarters, domestic, and global offices. Projects may include moving into a new office, reconfiguring an existing office, or reconfiguring systems furniture and may include working with existing furniture or specifying new alternatives.
- Managing customer requests for furniture reconfigurations, including layout, specifications, inventory management of existing product, budget, timeline, delivery, and installation.
- Working with our customers directly, you will gather their requirements, understand the project budget, timeline, and other constraints, and develop a plan that meets their needs.
- Create high quality, high impact presentations for customers including images, 2D plans, and 3D renderings
- Using our established partners, you will help specify all elements of the solution, ensure orders are entered correctly, timelines are established and monitored, accept delivery, and integrate the solution into our space.
- Partnering with other groups within the company to ensure all components are considered, integrated, and communicated for a successful project.
- Identifying inefficiencies, new means and methods, and new partners that can help NI become more nimble, relevant, and efficient.

Software Skills: CET Designer, AutoCad, SketchUp, Revit, 2020 Cap, Word, Excel, PowerPoint

Position Requirements

- Education: Interior design or architectural degree
- Experience 3-5 years in Interior Design, Architecture, Facilities planning, commercial furniture, and/or construction management
- Ability to create and adhere to budgets
- Knowledge and familiarity with furniture systems, budget and specifications
- Understanding and familiarity with industry standards, Federal, State building and accessibility codes (BOMA, IBC, TDLR, LEED)
- Familiarity with a variety of facilities concepts, procedures, and best practices
- Must be able to respond quickly to requests, manage time efficiently, and be able to work on multiple complex projects simultaneously.
- Customer service and communication skills to meet with our end-users
- Ability to integrate well and work within a team environment
- Be capable of operating independently and autonomously with a wide degree of creativity
- Be a pro-active problem solver, identifying Facilities issues and creating solutions
- 10-15% travel required