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Senior Interior Designer

Byce & Associates Inc, an award winning architectural and engineering firm in Kalamazoo Michigan with a diverse and growing portfolio, is currently seeking a Senior Interior Designer to work on a variety of project types. The Senior Interior Designer is responsible for the quality of work performed, client service and development, reputation and image of the firm, contract management, billing collection, and project profitability.

Basic Qualifications

- Accredited interior design degree. Must be NCIDQ certified.
- Minimum ten years of experience in Interior Design profession
- Leadership qualities and excellent problem-solving ability.
- Ability to operate well in fast-paced, collaborative environment.
- Experience in CAD, Revit and Sketch-up.

Job Responsibilities

- Prepare furniture plans, floor plans, design drawings, and bid documentation.
- Prepare design recommendations, alternatives and solutions for projects of limited complexity
- Interview clients to determine interior design preferences, needs and budget guidelines
- Prepare visual presentations to demonstrate ideas and alternatives to clients.
- Responsible for control of work-in-process, ensures accurate client billings, and monitors outstanding accounts receivable and collection efforts on his projects
- Developing tools and applying best practices for the execution and project management.
- Prepare standard cost estimates for furnishing, materials, labor and professional fees
- Confer with outside vendors regarding furnishings, fixtures and materials
- Excellent interpersonal and time management skills
- Excellent clear and concise written and verbal communication
- Ability to work independently and work collaboratively in a team environment
- Positive attitude and driven to succeed

Byce & Associates, Inc offers a competitive salary and a comprehensive benefits package to include: medical, dental, vision, supplemental life insurance, 401(k) plan, medical and dependent care reimbursement plans, education reimbursement program, continuing education, and paid time off (PTO).

For immediate confidential consideration, please submit your resume to hr@byce.com.

All candidates should have legal work status in the United States. Byce & Associates, Inc is minority owned, an Equal Opportunity Employer.