



## Sr. Project Manager

**Mitsch Design** is seeking a full-time Sr. Project Manager that is a highly self-motivated and creative individual to join our talented team. This person will partner with our A&D Staff and Business Developers to produce projects in accordance with what Mitsch Design has become known to deliver. We have a strong commitment to grow and innovate our industry. The position of Sr. Project Manager will be responsible for developing/working with a variety of clients and projects. The right candidate must have a degree in interior design or similar profession and a minimum of 5 years in industry experience.

Our company continues to be one of the most respected architecture, interior design, and furniture dealers in Indiana with access to more than 150 furniture lines including an exclusive partnership with Tayco Furniture. Founded by Jeryl Mitsch in 1989, the Certified Women-owned Business has completed award-winning projects locally and throughout the country in a variety of industries including Corporate, Multi-Family, Healthcare, Higher Education and Hospitality. The Mitsch Design team includes experienced NCIDQ designers & licensed architects, and is large enough to handle projects of virtually any scope, and provide a broad range of services.

*Our ideal candidate has a passion for design, a desire to collaborate internally with coworkers and externally with clients, and a desire to grow in their experience and knowledge.*

### ***\$5,000 New Management Employee Sign-on Bonus***

#### **Requirements:**

- Bachelor's Degree – preferably in Interior Design, Project Management and/or Facilities Management or related discipline
- Minimum of 5+ years industry experience
- Proficiency and experience in producing construction documents in AutoCAD & Revit, Adobe Creative Suites, 3D modeling software, Sketch Up, and Microsoft Office Suites. Additional software experience is a plus, but not a requirement.
- Knowledge of Building Codes and Regulations
- Experience with furniture specification
- Possesses exceptional written and verbal communication skills
- Multifamily and Corporate Office experience is preferred
- Possesses leadership and experience with a variety of clients/projects

**Roles and Responsibilities:**

- Actively writing contracts, manage project schedules, and ensuring success of project to stay on budget and within the established time frame
- Coordinate all phases of design projects, including delegation of tasks among the design staff
- Forecasting project monthly billings/invoicing
- Maintaining and Developing Client Relationships
- Drive and guide project designs
- Prepare and ensure accuracy of project design deliverables and construction documentation
- Collaboration with Design Director on strategic initiatives for the year

**Benefits We Offer:**

- Competitive Salary
- 401K
- Excellent healthcare coverage that includes, dental, vision, disability, and life insurance
- Voluntary insurance plan options
- Paid holidays
- Paid vacation after 90 days of employment & professional education days
- HSA saving account with company match
- Company phone and date plan (spouse optional)
- Comprehensive and on-going training
  - Leadership training and personal training course scholarship
  - Gym membership reimbursement

Please contact Erin Sanford ([esanford@mitschdesign.com](mailto:esanford@mitschdesign.com)) if you are interested in applying.