

Bennett Partners (formerly Bennett Benner Partners) is a multidisciplinary integrated design firm, offering architecture, interior design and urban planning services. Focused on work within our local community, we consistently have a wide-range portfolio of project types and scales. At the heart of our diverse staff is meaningful design, the kind that elevates our clients, improves our communities and enhances our environment.

Bennett Partners is seeking an enthusiastic, community-oriented **Interior Design Project Coordinator** to join our award-winning design firm in downtown Fort Worth Texas.

QUALIFICATIONS

3-5 years of relevant work experience

Degree in Interior Design from an accredited program

Professional registration, or path to registration preferred

Experience in residential and/or commercial interior design

FFE Procurement experience desired

Fluency of 2d and 3d drafting and modeling software such as Revit and/or AutoCad

Digital graphic skills, including familiarity with Adobe Creative Suite

PROJECT DESIGN/PROCESS

Work directly with project manager and senior leadership on the design process from inception to completion

Coordinate with internal team and consultants

Coordinate selection, specification and procurement of FFE for residential and commercial projects

RELEVANT EXPERIENCE

Commercial and/or residential design with FFE procurement experience is preferred. Design in large and small scale custom residential projects or small-scale multi-family and specification of furnishings is desired.

Experience in client contact, initial design, design development through construction, coordination, and installation. Candidates will have personal contact with clients, consultants, and contractors and as such communication skills are critical. Visualization skills including modeling as well as sketching are integral to our client communication process. Successful candidate is a self-starter and excels balancing multiple concurrent projects and assignments.

BENEFITS

401k and ESOP – Employee Stock Ownership Plan

Fully paid insurance – Health, Dental, Vision, Life Insurance, Long Term Disability

Daily flexible work hour schedule

Secured garage parking connected to downtown office building

In-house continuing education for licensure and shared cost for professional affiliation membership

Paid vacation, holidays and paid time off

Monthly staff events outside of office with many including family and children of staff

APPLICATION

Please send a digital copy, in pdf format, of your resume and portfolio with the subject line "Interior Design Application" to careers@bbptx.com. Please visit our website www.bbptx.com for more information about our projects, culture and people.