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### Join Our Dynamic Team at Locati Interiors

**Role:** Project Manager

**Start Date:** Immediately

**Status:** Intermediate Level, Full-time, In-office

**Compensation:** DOE

**Location:** Bozeman, MT

**Your Role:** As a Project Manager, you will use your technical expertise to prepare and refine detailed schedules, drawing sets and presentation materials as well as own the execution of design deliverables across all project phases, ensuring quality, timeliness and alignment with Locati's standards and client expectations.

### Responsibilities:

- Collaborate closely with the lead designer, contractors, subcontractors and architects to uphold creative direction, design integrity, and technical excellence throughout the process.
- Maintain immaculate, organized project documentation, including budgets, schedules, and drawing sets from concept design throughout construction and post installation
- Research and evaluate FF&E, material and product options, consulting with manufacturers and vendors
- Assist Lead Designer with space planning and specifying furniture, lighting, materials, millwork and finishes
- Prepare Interior Finish documents such as spreadsheets and visual aids to be able to send full specifications to contractor and ensure that selections are executed in the drawings.
- Visit job sites to analyze space availability, design needs, and function of the space
- Collaborate and communicate effectively and professionally with multidisciplinary team members, including clients, architects, contractors, consultants, vendors and suppliers while maintaining professional relationships
- Attend client meetings with Lead Designer to understand the design needs and client preferences regarding interior styles
- Deliver professional, well-structured presentations that clearly communicate design intent and rationale both visually and verbally through the development graphics and finish material boards for inclusion in design proposals and presentations

### Qualifications:

- 2-3 years of experience in a professional design setting
- Strong proficiency in Revit, CAD, Lumion, Sketchup, Photoshop and Canva
- Must have experience and strengths in Interior Architectural computer renderings and visual aids to show interior finishes and FF&E.
- Able to manage multiple projects in a fast-paced environment without compromising quality or deadlines
- Professional demeanor and strong communication skills
- Team player who works well with others and supports project goals
- A passion for design and a keen eye for detail

**Take the Next Step:** Please submit your resume, portfolio, and a cover letter explaining why you're the perfect fit for our team to [careers@locatiarchitects.com](mailto:careers@locatiarchitects.com).