



**Associates III Interior Design**  
**PROJECT DESIGNER**  
**Job Description**

We are a full-service Interior Design firm based in Denver, Colorado, specializing in custom, sustainable residential interiors.

Our Mission: Create the Best Designs. Source the Finest Products. Implement Environmental Stewardship.

Associates III Interior Design has an immediate opening for a Project Designer. We are seeking a team player with creative design expertise, technical know-how, and impeccable project management skills who excels in a highly service-oriented environment.

Key characteristics for success in this position:

- detail oriented
- problem solver
- multi-tasker
- exceptional organizational skills
- flexibility
- willingness and desire to learn and grow
- excellent oral and written communication skills
- possess a strong work ethic
- be a self-starter who is motivated and takes initiative
- able to prioritize and manage deadlines

Primary Job Activities:

Proactively works closely with design teams, tasks may include:

- Develop and revise furniture plans, finish plans, lighting plans, elevations, details etc. in AutoCAD
- Write, redline and revise specifications, review and redline shop drawings and architectural plans
- Presentation preparation
- SketchUp modeling and rendering
- Maintain organized project files and archives
- Interface with Purchasing Coordinator on Furnishings, including placing requests for CFA's, quotes, and invoices
- Daily business items such as receiving/making calls, preparing and responding to emails, filing, library updating, internal project team meetings, office organization, etc.
- Client, architect, contractor, consultant and vendor interaction and communication
- Attend client and project team meetings
- Field coordination with project team members and subcontractors
- Travel to project sites: field surveys, furniture installations, showroom visits and more
- Maintain a collaborative environment with internal team
- Adhere to company standards
- Accurate time keeping of billable hours
- Take and expand upon directions given by team members

Minimum Qualifications:

- 3-6 years of experience, high-end residential preferred
- Strong commitment to environmental project goals (LEED GA/LEED AP or similar environmental accreditation a plus)
- High proficiency in AutoCAD – (ex. XREF formatting & ability to produce and develop working drawing sets)
- Working knowledge of Revit
- Proficient in SketchUp
- High proficiency in Microsoft Office and Adobe Creative Suites (Specifically InDesign & Photoshop/ Illustrator)
- Bachelor's Degree from CIDA accredited Interior Design Program

Team Qualities and Values:

Positive, collaborative, takes initiative, enthusiastic, innovative, realistic, responsive, accountable, appreciative, kind, inspired, welcoming, mindful, genuine, confident, flexible, courageous, respectful, committed to excellence, trustworthy, trusting, open minded, integrity, work-life balance, community minded, environmentally active

Other:

- Full time: 40 hours/week
- Office hours are Monday – Thursday
- Competitive pay based on relevant experience
- Benefits include 401K, health, dental and vision
- Hybrid working model, opportunity for in-office and remote work
- Please send Resume, Cover Letter and Sample Portfolio to [careers@associates3.com](mailto:careers@associates3.com)

*Associates III Interior Design is an equal opportunity employer. We will not discriminate against any individual based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, parental status, military or veteran status, disability, or other applicable legally protected characteristics. Associates III Interior Design provides a workplace environment that allows individuals, teams, and the company to thrive—a place where dynamic, thoughtful, creative individuals actively support each other.*