



Associates III Interior Design
PROJECT DESIGNER
Job Description

Associates III Interior Design (A3) 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.

A3 is 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.

Our Purpose: Cultivating beautiful, healthy, responsible, and nurturing residential interiors... creating home.

Company Core Values:

- We truly care for people and planet
- We act with integrity
- We practice environmental stewardship
- We work collaboratively and think independently
- We step up to challenges
- We continuously improve

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
- 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 throughout the US: 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 Microsoft Office
- High proficiency in AutoCAD – (ex. XREF formatting & ability to produce and develop working drawing sets)
- Proficiency in Adobe Creative Suites
- Proficiency in or willingness to learn Studio Designer and Bluebeam
- Bachelor's Degree from CIDA accredited Interior Design Program
- Working knowledge of Revit and SketchUp helpful, not required

Other:

- Full time: 40 hours/week
- Work Schedule: Monday – Thursday
- Salary Range: \$50,000—\$65,000; competitive pay based on relevant experience
- Benefits: 401K, Roth 401K, life, 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

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. 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.