



Bennett 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.

BP is seeking an enthusiastic, community-oriented [Interior Design Project Coordinator](#) to join our award-winning design firm in our Dallas Studio.

QUALIFICATIONS

- Degree in Interior Design from an accredited program
- 3-5 years of relevant work experience
- Professional registration, or path to registration preferred
- Experience in commercial interior design
- FFE Procurement experience desired
- Fluency of 2d and 3d drafting and modeling software, Revit proficient
- Digital graphic skills, including familiarity with Adobe Creative Suite

- In-house continuing education for licensure and shared cost for professional affiliation membership
- Paid vacation, holidays and paid time off

APPLICATION

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

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

BENEFITS

- 401k and ESOP – Employee Stock Ownership Plan
- Fully paid insurance – Health, Dental, Vision, Life Insurance, Long Term Disability
- Secured garage parking