

ASHLEY GILBREATH

INTERIOR DESIGN

JOB TITLE | Project Manager, Full-Time, Rosemary Beach, FL and Montgomery, AL

ABOUT US | Ashley Gilbreath Interior Design (AGID) is a full-service interior design firm specializing in residential interior design, founded by Ashley Gilbreath in Montgomery, AL, in 2007. In addition to creating visually pleasing spaces, Ashley also offers her clients comfort, function, and durability. A lover of timeless antiques and new design, Ashley continues to enhance the everyday experience of a home and brings her client's aesthetic aspirations to life.

DESCRIPTION | We are looking for a motivated and organized Project Manager to assist our design team in managing entire projects in the Montgomery and Rosemary Beach studios. This individual will work alongside the Designer and will be responsible for tasks including but not limited to client communication, pricing, ordering, tracking, receiving and inspecting, installing, and overall logistics.

RESPONSIBILITIES

- Manage and oversee entire client projects at both the interiors and construction level under the direction of Ashley Gilbreath.
- Manage the expectation of each job by maintaining clear and thoughtful client communication.
- Manage vendors and subcontractors to the standard of AGID.
- Collaborate with AGID's Designers on every level of interiors and construction projects.
- Maintain successful internal team member relationships by communicating and resolving issues in a professional manner that meets the AGID standard.
- Perform various office duties such as answering client phone calls, scheduling meetings with clients and vendors, and responding to emails in a professional and prompt manner.
- Work as a team player and maintain a proactive mindset throughout the duration of each project.
- Work with Office Manager/Bookkeeper to keep timely records and financials.

REQUIREMENTS

- Preferred experience in residential interior design or project management.
- Bachelor's degree required.
- Proficiency in QuickBooks and Microsoft Office Suite.
- General knowledge of Shopify preferred.
- Ability to work in a team-based environment and collaborate on all levels of design and logistics.
- Ability to provide skilled customer service experience with clients, vendors, contractors, and architects.
- Experience in selecting hard finishes such as plumbing fixtures, appliances, tile, countertops, cabinetry elevations, paint colors, etc. is preferred.
- Strong organizational skills.
- Exceptional communication skills, both written and verbal.
- Self-motivated, an eagerness to learn, and a positive attitude.
- Dedicated to quality and a keen attention to detail.
- Ability to prioritize and manage multiple tasks with various projects in different stages of development.