

## Interior Designer/Space Planner Commercial Real Estate

Gaedeke Group, is a full-service real estate firm that provides investment, acquisition, management, leasing, construction management and portfolio management services. Headquartered in Dallas, Gaedeke Group's current portfolio encompasses three million square feet of Class A office properties in Arizona, Florida, Tennessee, Texas, and Washington, D.C.

Gaedeke Group's mission is focused on providing impeccable tenant services and high-quality office environments by investing new capital, sound management principles, and sustainable practices in well-built, Class A office properties as a signature commitment to its pride of ownership and the community.

### Responsibilities:

- Development of pricing plans for tenant projects
- Development of construction documents for tenant projects
- Develop area calculations for leasing staff
- Create and manage as-built documents on all suites
- Obtain and maintain CAD files for all buildings
- Track and verify third party space planning, cost and invoicing
- Develop and maintain market plans for leasing staff on all buildings
- Obtain, verify and manage Room Condition Reports for all vacancies
- Maintain floor plan information (suite numbers, square footages, tenant names, etc.)
- Maintain and update Resource Library and all samples on a regular basis
- Assist tenants with finish selections, document finishes and verify availability
- Prepare market boards/finish boards for vacancies and special leasing events
- Coordinate the purchase and delivery of in-house materials purchase
- Development of construction documents for base building projects (restrooms, corridors, conference rooms, etc.)
- Review and verification of third party pricing plans and construction documents
- Manage distribution of printed documents for leasing and construction manager
- Select finishes for base building projects (lighting, flooring, wall covering, etc.)
- Assist marketing staff with special leasing functions and events

### Desired Skills/Experience:

- Interior Design degree
- 5+ years of design experience
- Commercial Interiors experience required
- Must be a Registered Interior Designer (RID)
- Very familiar and knowledgeable of BOMA standard methods of measurement
- Knowledgeable of ADA code compliance
- Knowledgeable of the International Building Code
- Strong space planning skills
- Make Finish selections
- Management of out of house design firm
- Resource library maintenance
- Excellent communication skills
- Work closely with Construction Manager
- Strong organizational and multi-tasking skills
- Proficient in AutoCAD
- Knowledgeable in Photoshop
- LEED knowledge is a plus

Please send resume to [employment@gaedeke.com](mailto:employment@gaedeke.com)