

## **Design Coordinator**

RMS Headquarters - Stamford, CT

Full-Time, On-Site

### **POSITION SUMMARY:**

The Design Coordinator facilitates all interior design projects for RMS Companies' existing and future hospitality and apartment properties. RMS Companies is a vertically integrated luxury hotel and apartment developer and operator with a portfolio of properties throughout Connecticut and Westchester, NY. The ideal candidate is a highly motivated aspiring designer who is hungry to gain firsthand exposure and assist in all elements of construction design projects from concept development to project completion. This individual will also assist in coordinating regular furniture selection/replacement and seasonal décor across RMS Companies' hospitality portfolio. The Design Coordinator reports directly to RMS Companies' Creative Director.

### **POSITION REQUIREMENTS:**

- Bachelor's degree in interior design or related field preferred.
- 1-2 years' experience working in interior design a plus.
- Exceptional organizational skills.
- Highly attentive to detail.
- Proficient with technology, specifically Microsoft Office products.
- Strong communication skills, both written and oral.

### **TO APPLY**

Please respond with "Design Coordinator – Stamford, CT" in your email subject line to: [careers@rms-companies.com](mailto:careers@rms-companies.com)

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