

Ruby+Suede, one of four companies within Highmark Companies, is looking for an organized, communicative **Design Manager** to lead and coach their team.

If you enjoy using your creativity and management experience along with your industry knowledge to maintain a highly-quality design team, then this position is for you!

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees.



Come see what it's like to be a part of a Top Workplace!

What Highmark has to Offer You:

- Flexible Paid Time Off Policy- **Offered to employees to promote work/life balance**
- Advancement and Education Opportunities
- Vehicle Allowance
- Health Insurance- **company pays 100% of employee-only premium on lowest cost plan**
- Dental Insurance
- Vision Insurance
- Paid Holidays
- Profit Sharing
- 401K

Summary

Ruby+Suede is a design studio with services ranging from conceptual designs for custom homes to furnishings for existing spaces. They come to market with 17 years of experience crafting award-winning designs for Highmark Builders.

This individual will manage the accountability of the interior designers and own all aspects of the design process from lead to build.

Job Responsibilities:

- Conduct meetings with clients to frame the rationale for job assignments
- Assign jobs to the interior designer based on personality, location, and the style of the client
- Conduct weekly check ins with designers
- Track each job in our project management system, Buildertrend
- Manage the performance of each interior designer including annual reviews
- Track the financial processing of each job such as billing and WIP reports
- Assist with furniture orders

- Develop your own leads by various means
- Coordinate with the Customer Experience Specialist to ensure high-quality lead generation

Qualifications:

- 5+ years of interior design experience
- Experience in an administrative leadership position
- Have an associate degree or certificate in a 2–3-year program
- Knowledge of Microsoft Outlook, Teams, Excel, and Buildertrend