

Junior Interior Designer, Senior Interior Designer and BIM Coordinator-Manager- Plan Bee Architecture

Established in 2008, Plan Bee Architecture offers Architecture, Interior Design, Landscaping, and Engineering services. Their design philosophy is rooted in innovation, quality, and collaborative teamwork

Location: Sin el Fil

Working Days: Monday until Friday

1- Junior Interior Designer:

Major: degree in Interior Architecture and Design, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Support preparation of interior drawings, layouts, elevations, sections, and details
- Assist in producing coordinated construction documents following PBA standards
- Prepare furniture layouts, finish plans, schedules, and specifications (F & F&E)
- Support specification processes, vendor coordination, sample tracking, and pricing documentation
- Apply redline markups accurately and manage drawing revisions
- Assist with CA documentation including RFIs, addendums, and project close-out records
- Organize project files, binders, and documentation per PBA procedures

Additional Requirements:

- Working knowledge of CAD / Revit and basic 3D tools
- Ability to prepare schedules, tag drawings, and manage title blocks
- Basic understanding of construction processes and documentation
- Exposure to architectural or interior design consultancy is an advantage

2- Senior Interior Designer:

Major: degree in Interior Design and Architecture, or any related field

Experience: 8-11 years of professional experience in interior design consultancy

Major Responsibilities:

- Develop and lead interior design concepts aligned with branding, function, and project goals
- Translate approved concepts into fully coordinated construction documentation
- Independently manage F & F&E specifications, custom designs, and shop drawing reviews
- Review and validate team deliverables for quality, accuracy, and coordination
- Lead CA processes including RFIs, submittals, addendums, and documentation tracking
- Coordinate with Architecture, Engineering, BIM, vendors, and consultants
- Mentor junior team members and support skill development
- Participate in internal coordination meetings and contribute to project planning

Additional Requirements:

- Advanced proficiency in CAD, Revit, and 3D visualization tools
- Strong construction knowledge related to interiors, finishes, lighting, and systems coordination
- Expertise in reviewing shop drawings, samples, and specifications
- Understanding of cost, durability, codes, and operational requirements
- Proven experience leading interior design packages across multiple project phases
- Experience in hospitality, mixed-use, or large-scale projects is an advantage

3- BIM Coordinator / Manager:

Major: degree in Interior Architecture and Design, Architectural Studies, Civil Engineering, or any related field

Experience: 8–12 years of professional experience, including proven BIM management experience.

Major Responsibilities:

- Develop, implement, and maintain BIM standards, templates, libraries, and workflows.
- Prepare and manage BIM Execution Plans (BEPs) in coordination with project teams.
- Ensure consistent application of BIM protocols across all projects and disciplines.
- Review models to ensure accuracy, compliance, and alignment with project requirements.
- Coordinate BIM models across Architecture, Interior Design, Structure, MEP, and external consultants.
- Lead model coordination (clash detection, constructability reviews, procedure standards, bill of quantities extraction, templates).
- Support project teams during all project stages (SD, DD, CD, Tender, and Execution).
- Ensure BIM models align with construction documentation and deliverables.
- Manage and support BIM Coordinators and BIM Modelers.
- Provide technical guidance, troubleshooting, and model reviews.
- Assist project teams with BIM-related challenges and workflow optimization.
- Support onboarding and training of staff on BIM standards and tools.
- Work closely with Project Managers to align BIM deliverables with project schedules.
- Participate in coordination meetings with internal teams and external consultants.
- Report BIM progress, risks, and improvement opportunities to management.

Additional Requirements:

- Advanced proficiency in Autodesk Revit
- Navisworks Manage (clash detection and coordination)
- AutoCAD
- BIM 360 / Autodesk Construction Cloud (preferred)
- Dynamo (advantage)
- Strong understanding of BIM documentation standards and coordination workflows

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802