

BERNARD INTERIORS

JOB DESCRIPTION: SENIOR DESIGNER

SKILLS & ABILITIES

- Design talent with BA Interior Design/Architecture or equivalent
- Proficiency in Microsoft Word, Excel, Outlook, AutoCAD, InDesign and Photoshop
- Presentation skills - both compiling and presenting in client meetings
- Ability to perform in a fast-paced, deadline orientated environment
- Exceptional customer-focus with an emphasis on quality
- Professional, ethical and committed to excellence in communications
- Ability to collaborate and work effectively with other co-workers, departments and suppliers
- Exceptional time management skills
- Ability to employ creative and innovative thought processes
- Ability to be flexible and adaptable
- Exceptional attention to detail with accuracy in all work produced
- Strong planning and organisational skills with the ability to handle more than one project simultaneously and meet deadlines consistently
- Strong communication skills - both written and verbal with the ability to communicate at all levels within a variety of settings including corporate and construction environments - i.e with contractors and clients
- Extensive technical and detailing skills with knowledge of current UK building regulations and construction methods
- Strong commercial awareness - designing to budget
- Highly proficient in Estimac, specification and costing
- Experience in FF&E procurement, including sourcing, supplier management and a good knowledge of materials, finishes and bespoke fabrication in both commercial and residential projects
- Strong understanding of the design process from brief to site with experience on site over a number of projects - both commercial and residential
- Develop joinery detailing to a high standard and ready for construction
- Ability to take responsibility for projects/issues that arise
- Have specialist knowledge of design, procurement and implementation
- Delegate effectively, clearly and empower the design team/ junior designers
- Understand contractual terms, design process and RIBA/BIID stages

KEY RESPONSIBILITIES & DUTIES

- Taking the lead on specific projects and liaising directly with the client to make sure the scope of works is completed correctly and to deadline
- A strong understanding of the clients' objectives and the needs of the end-user, developing design concepts in consultation with the client and helping to establish final briefs
- Confident ability to run projects from initial concept to delivery on site, collaborating with all internal and external teams
- Produce floor/furniture plan layouts and elevations
- Render plans/elevations/visuals

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- Compile presentation packages for clients including design presentations, mood boards and sample boards ensuring consistency in the agreed format for the company, delegating to junior members of the team as necessary
- Take a lead role in design presentations including running meetings and presentations without the assistance of a director/associate where necessary and dealing directly with clients as the first point of contact
- Sourcing and specifying of all FF&E, materials and products within the detail design packages according to set budgets, including joinery and delegating to junior members of the team as necessary
- Attend site visits/DTM's and take a lead in the process of reviewing the project and delegate tasks appropriately internally and externally
- Attend and coordinate interior fit outs throughout the UK with the installation of FF&E alongside contractors and management team
- Take a lead role in the establishment and maintenance of BI design and drawing standards
- Sourcing and spec writing of all sanitary ware, ironmongery and fixed design elements
- Preparation of decorative lighting, small power and reflected ceiling plans
- Selection and sourcing of fixed finishes
- Reporting progress and providing project updates to the directors on all projects being worked on
- Time management to ensure all client deadlines are met and design work is not compromised
- Liaising and working collaboratively with contractors, suppliers, contractors and project managers
- Troubleshooting any problems that may arise to ensure a swift and good natured resolution
- Building relationships with suppliers and organising CPD days
- Input on the interior library and database including researching/sourcing/enquiring of new products
- Involvement in implementing core procedures with lead/associate designers to drive efficiencies
- Coordinate internal design teams
- Ensuring minutes and all design admin is completed efficiently using documentation for all stages of a project
- Building rapport with the wider design team
- Understanding of competitors and market within commercial and residential sectors
- Sending possible leads to for new clients to directors for review