



JOB DESCRIPTION FOR AN INTERIOR DESIGNER

ABOUT US

Established in 1990, under the creative direction of founders David Powell and Fenwick Bonnell, Powell & Bonnell is a multi talented design firm with a primary focus on high-end residences.

Driven by a philosophy to provide tailored, creative solutions of exceptional quality, this award-winning company has become internationally recognized for the art and integrity displayed in their interior design services and collection of fine furnishings. Interiors are understated and luxurious and specifically suited to the lifestyle and desires of their clients while taking cues from the vocabulary of the architecture.

EXPERIENCE

4 + years experience working in a similar role across residential projects

B.A.A. - Bachelor of Applied Arts in Interior Design from a recognized University or College

MANDATE

As the successful candidate you will have experience working with a collaborative, creative and resourceful team as well as on their own. The candidate will have specialized experience in the design and construction of high end & luxury residences. Someone who is passionate about design not just residential or interiors but in a variety of applied arts, such as art, architecture, landscaping, fashion, artisanal crafts and textiles.

KEY RESPONSIBILITIES

- Creating concepts, concept boards & mood boards
- Prepare concept design with senior designers, to pitch for projects, competitions, potential clients and clients
- Perform site measures
- If requested create a scope of work and estimate hours to complete
- Prepare a detailed project plan
- Prepare space planning and schematic design schemes
- Prepare design development presentations and documentation
- Prepare tender documentation package including drawings, schedules and specifications
- Prepare construction documentation package including drawings, schedules and specifications
- Prepare FF&E binders
- Sketching - before AutoCAD comes sketching. Candidate must be able to prove they can manage a design dilemma by quickly and confidently sketching a solution with pencil and paper
- Manage installations and deficiencies
- Create meeting minutes and distribute as required



- Responsible for the coordination - between meetings, drawings, schedules, and installations and connect them all together
- Lead meetings with clients and consultants
- Following up with the client and the entire supplier team to keep the project on track and everyone on the same page

SKILLS AND EXPERIENCE

- High attention to detail
- Creative with ability to articulate their ideas
- Positive team player
- Excellent time & project management
- Ability to understand budgets and work within client's parameters
- Must be highly skilled in client relationship management and problem solving
- Excellent documentation & record keeping
- Proactive with a can-do attitude; receptive to meeting any task with positivity
- Highly resourceful and self motivated
- Ability to demonstrate working from concept to completion
- Ability to meet deadlines and be organised
- Excellent and consistent communication skills
- Can work autonomously and lead a project
- Strong work ethic
- Strong market research skills - finding products and materials and being interested in what they are and what other options are out there that may fit the bill
- The ability to understand references in design, be familiar with styles and be willing to continually research
- Ability to read drawings
- Proficient in Microsoft office, Adobe Suite, SketchUp, AutoCAD
- Proficiency with hand sketching
- An established roster of residential clients is an asset

BENEFITS AND CULTURE

- Work in a beautiful studio showroom in the Yorkville area
- Flexible working arrangements
- Competitive salary, benefits & holidays
- Design focused projects
- Quiet work environment
- Many experienced mentors
- Opportunity for advancement
- Monthly team lunches