



Job Description - Interiors

Positions Mid and Senior Interior Designer/Architect

Department Interiors

Reports to Creative Directors

Location Sheffield

Contract Temporary to Permanent

Hours Full Time

Mid to Senior Interior Designer/Architect

Our multi-award winning Interior Architecture department within 93ft is looking for exceptional Mid and Senior Designer/Architects to join our expanding department. We are working on some incredible projects and are looking to recruit immediately.

You must be experienced, dynamic and motivated with an excellent ability in project management, specifying, scheduling and people skills. We are looking for Interior Architects with a full appreciation for high levels of quality, attention to detail and exacting abilities in technical knowledge plus a proven track record of exceptional delivery. Please send an email to tim.hubbard@93ft.com with examples of your work and your CV.

Job purpose

Designer, Specifier and Project Manager for the Interiors department. Day to day management of the Interiors department and staff.

Main Duties and Key responsibilities

1. Conceptualisation and development of creative ideas and design for Interiors projects
2. Technical drawing and building knowledge
3. Creative project support documentation such as visuals and presentations
4. Project specification
5. Quoting, costing and budgeting
6. Client meetings from concept stage through to build
7. Respond to and follow up sales enquiries by email, telephone, and personal visits
8. Daily communications via telephone, email and in person

9. Maintain and develop existing and new customers through planned individual account support
10. Branding Awareness
11. Creation and management of Program of works, schedules, and sequencing for projects
12. On-site meetings with clients, contractors and third party management
13. Documentation such as risk assessments, design statements, and design reports
14. Monitor and report on activities and provide relevant management information
15. Perform any other reasonable task as requested by Creative Directors

Skills

- Written and verbal communication skills
- Building relationships
- Effective teamwork
- Results orientated
- Customer focused
- Strong planning and organising skills
- Problem solver
- Influencing skills

Attitude

- Self developer
- Developing others
- Accepts responsibility for actions
- An exacting level of attention to detail
- Problem solver
- Ambitious
- Flexible
- Must lead by example
- Open, honest, and approachable
- Act as a mentor, teacher and advisor to juniors