

Job Description

Job Title:	Interior Designer (Mid-weight)
Office Location:	Max Rollitt Ltd, Avington, SO21 1DA
Hours:	Full Time 37.5 hours
Reporting to:	Max Rollitt
Responsible for:	Freelance designers where applicable
Salary:	Competitive – dependent on experience

Job Purpose

To design Max Rollitt interior design schemes working closely with Max Rollitt in the company style. Effectively manage the design and specification of design projects for clients, including scheduling, design concepts, space planning, furniture specification, site visits (UK and worldwide), budgeting, from initial development through to completion.

Work closely with Max Rollitt, the Commercial Business Manager, other members of staff, freelancers, contractors, and others, as required, to ensure the delivery of holistic, profitable, timely projects that deliver a positive and successful client experience.

Main Duties and Responsibilities

- Be pro-active in the design development and specifications of projects
- Provide design budgets for projects, including maintaining detailed daily timesheets and managing time against budget
- Develop and present design concepts
- Prepare client presentations and be able to present to a high standard
- Attend client meetings, presenting plans and information for review and approval
- Effective development of supplier relationships across the board
- Produce accurate drawings, plans and specifications, using AutoCAD or Vectorworks, where appropriate.
- Conduct site visits before, during and after installation to ensure progress and adherence to plans
- Manage changes and revisions to project, adhering to project contracts, schedules and budget
- Ensure correct specification in placing orders
- Ensure clients are invoiced according to schedule, minimising financial risk
- Ensure supplier invoices are passed for payment promptly
- Maintain accurate, organised records on Estimate

- Maintain and organise detailed project documentation, including records of key decisions and notes from client and internal meetings
- Working with the finance manager, produce regular project and financial updates to Max Rollitt, the Commercial Business Manager and clients
- Provide a full and thorough review on completion of projects, working with the Commercial Business Manager
- Support the marketing and promotion of interior design service, and company as a whole
- Undertake continuing professional development in design, technical skills, client-facing skills, antique knowledge and/or any area which enhances skills, ability and knowledge in role

Other jobs, commensurate with role, will be assigned from time to time.

Skills, Attributes, Experience, Knowledge

- Provide excellent attention to detail
- Experience in Estimate software is essential
- Excellent verbal and written communications essential, as you will be liaising between multiple parties, including clients, sub-contractors and architects
- Strong creative flair and ability to understand and interpret the Max Rollitt design ethos
- Exceptional eye for detail, colour, and knowledge of antiques desirable
- Comfortable and confident working with the Max Rollitt client base, exercising discretion where necessary
- Confident in presentation of design schemes using design materials and digital means
- Be innovative, resourceful and an excellent problem solver
- Work well under pressure, being able to multi-task and prioritise effectively
- Communicate effectively and professionally both orally and written
- Be able to work collaboratively within a team, but demonstrate independent thinking in ideas and decision-making, pro-actively presenting ideas for final approval.
- Drive for continual improvement in quality of work
- Plan and organise effectively, managing resources and changes, prioritising work, setting goals and developing solutions, identifying and resolving problems early
- Be able to travel to clients in UK and globally, as required
- Be flexible in working hours to ensure timescales are met – extended working hours may be required from time to time to ensure project deadlines are met.
- The role involves some lifting and moving of items and furniture

Qualifications

The following qualifications are desirable, and representative of the knowledge, skill and ability required to perform the role, but individuals may be qualified by experience in some or all aspects:

- A Bachelor's degree in Interior Design or Architectural Design, or related discipline
- 3 or more years' post qualification experience with proven previous experience of delivering high-end residential interior design schemes from concept through to completion

Proficient in AutoCAD, Adobe Suite and Microsoft 365.

Benefits

- Idyllic rural location
- High-quality furniture and antiques selling to interior designers and clients all over the world and a reputation for excellence
- Small, friendly team with core values of Quality and Excellence, Enabling environment, Respect and Integrity, Efficiency, Accountability, Teamwork, FUN
- Company Sick Pay scheme
- 28 days paid holiday per year
- Pension scheme
- Bike-to-work scheme
- Wellbeing days