

Subject: Job Description – **INTERIOR DESIGNER AND ACCOUNT MANAGER**

Date: April 2022

Position Description

Interior Designer and Account Managers contribute to and manage all aspects of the delivery of a project. They are responsible for the co-ordination of the production of concept, schematic and detail design information through to the installation and client handover. Subject to the scale of the project this will be in a supporting or an independent capacity.

Industry Recommended Experience

5 + years post-graduation experience

Knowledge and Industry

- Experience across the luxury residential and commercial sector both in the UK and internationally
- Fluent and practised in the design process and phases; concept, schematic and detail design
- An established supplier knowledge
- Strong knowledge of FF&E
- Proficient in FF&E costings and project budgets
- Proficient in the creation of schedules relating to the design process
- Practised and skilled in the procurement process
- Experience installing projects in the UK and/ internationally
- Strong knowledge of Photoshop essential
- Knowledge of In Design essential
- Knowledge of AutoCAD essential
- Knowledge of Microsoft Office: Word, Powerpoint, Excel essential
- A trained design eye and aesthetic
- Fluent spoken and written English

Duties and Responsibilities

- To independently prepare and co-ordinate information and documentation relating to all design phases; concept, schematic and detail design
- To provide design, technical and administrative support across multiple projects
- To create and manage design schedules including but not limited to FF&E, finishes, sanitary and ironmongery

- To manage the clear communication of design related information between all members of the project design team and to ensure active project files are kept in good order
- To manage the clear communication and co-ordination of design related information between third-party contractors
- To understand and respect project programmes and deadlines
- To understand the importance of and ensure project budgets are respected
- Ability to resolve problems and produce detailed solutions to any complications that may arise
- To oversee and mentor their junior team members
- To source new suppliers and materials for active projects and for the studio
- To be client facing and to manage client relations across multiple projects
- To build on-going relationships with suppliers as a representative of Kelly Hoppen Interiors
- To keep abreast of design trends and the overall design direction of the studio
- Travel internationally as a supporting or sole member and representative of the Kelly Hoppen Team
- To prepare for and manage project installations in the UK and internationally.

Cultural Competencies:

- To be able to take instruction and work under the guidance of others
- To be able to work well in a team as well as independently
- To provide support and guidance to those in junior roles
- To be able to apply learnt skills quickly and effectively
- To take initiative and be solution focused
- Motivated, proactive, enthusiastic and committed
- To be able to manage their time efficiently
- Positive attitude and strong work ethic
- Punctual, on time to work and professional commitments
- Organised and efficient
- Excellent communication skills, verbal and written
- Honesty and integrity
- Commitment to company protocols
- To be a presentable representative of Kelly Hoppen Interiors
- Respectful of others and the working environment

Additional Requirements:

- The right to remain and work in the UK and supporting documents