

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

**Date:** February 2023

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### Position Description

Interior Designer and Senior 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.

They are supported by and report to the CEO, Directors and Lead Designer(s) who undertake a management role on the project.

### Qualifications:

Industry recognised design qualification or degree desired but non-essential

### Industry Recommended Experience

7+ years post-graduation experience

### Knowledge and Industry

- Comprehensive experience across the luxury residential and commercial sector both in the UK and internationally
- Skilled in the design process and phases; concept, schematic and detail design
- An established supplier knowledge
- Extensive knowledge of FF&E
- Skilled in FF&E costings and project budgets
- Skilled in the creation of schedules relating to the design process
- Experienced and skilled in the procurement process
- Wide 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 strong design eye and aesthetic
- Fluent spoken and written English

### Duties and Responsibilities

- To manage multiple projects in a supporting or independent capacity subject to scale
- 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 input 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 manage project programmes and design deliverables
- To manage and respect project budgets
- Ability to resolve problems and produce detailed solutions to any complications that may arise
- To oversee, mentor and nurture project design teams
- 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
- Assist with the archiving of older projects and general organisation of the studio

#### **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 be able to instruct, teach and guide others
- 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
- Organized 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