

Subject: Job Description MID-WEIGHT FF&E DESIGNER

Date: June 2022

Position Description:

We are looking for strong mid-weight FF&E designers to assist us with the scheduling on specific projects we are currently working on.

The role will be full time and employment will be on a 3 month rolling contract starting early in July 2022. Please only apply if you have the correct experience as set out below and we look forward to hearing from you soon.

Please quote **FF&E Designer Role** on your application

Qualifications:

Industry recognised design qualification or degree desired

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 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 source new suppliers and materials for assigned projects
- 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