

# Adèkó & Co.

Interior Designer - Adèkó & Co

Adèkó & Co is an independent, multi-disciplinary design studio, founded and led by Tolù Adèkó, Creative Director, that specialises in storytelling, often through space and materiality.

Stories are powerful, and strong brands are built around them. We make every brand experience unique and successful by telling its own memorable story by exploring palettes of materials, colours, and moods. Everything, from form to finish, is chosen for a reason, and it all comes back to the story.

As we grow our team, we are seeking an experienced Interior Designer, a dynamic and dedicated, experienced individual capable of efficiently contributing to luxury hospitality projects from concept to completion. We are looking forward to the opportunity to welcome a new member to our friendly, creative, collaborative, and innovative team.

- Workplace: 3.2, Building A4, 10 Monro Way, Design District, London, SE10 0EJ, UK
- Hours: 9:00 - 18:00 Monday - Friday
- Salary: £30-34K

To apply for this position, you will need a minimum of 4 to 5 years post-graduate experience, preferably in luxury hospitality design.

*Please email your cover note, CV and portfolio to [careers@adeko.co](mailto:careers@adeko.co)*

Responsibilities include:

Technical Software

- Demonstrate proficient use of AutoCAD, Photoshop, InDesign, SketchUp, MS Suite, Adobe Acrobat.
- Show a willingness to learn and adapt to new software as required.

Concept & Design Development

- Assist in the development of creative concepts in collaboration with senior designers and management.
- Support drawing production, ensuring adherence to A&CO template requirements.
- Contribute to administrative aspects of projects, including filing, sourcing suppliers, and managing documentation.
- Participate in internal team meetings and creative reviews, engaging in design discussions.
- Assist in researching, selecting, and collating appropriate finishes, sanitaryware, and hardware to support designs.
- Attend internal review meetings and contribute to problem-solving discussions.
- Support the development and preparation of scheme designs under guidance.

Production Detail & Schematic Design

- Coordinate with suppliers under the direction of senior team members to ensure quality and budget compliance.
- Maintain and update cost and specification documentation.
- Assist in managing Purchase Orders, specification sheets, and control books.
- Proactively suggest alternative solutions when challenges arise and seek approval from senior designers.
- Communicate effectively with key team members to ensure project requirements are met.
- Research and liaise with new suppliers to support the A&CO supplier base.

### Design Management & Project Coordination

- Assist senior designers in concept development for projects.
- Ensure that designs align with project functionality and operational requirements.
- Strive to produce high-quality work, contributing effectively within a team environment.
- Develop strong communication skills to express complex ideas clearly.
- Stay updated on industry trends and apply relevant knowledge to projects.

### Implementation & Project Coordination

- Support coordination with contractors, subcontractors, and other key personnel.
- Assist in preparing planning applications, tender documentation, and licensing drawings.
- Attend client meetings with senior team members and contribute to meeting notes.
- Support quality control efforts through regular site visits and progress tracking.

### Deliverables & Reporting

- Assist in checking the quality of deliverables and preparing stage approval documents.
- Support the planning process under the guidance of senior designers and management.
- Ensure timesheets are completed accurately on a weekly basis.
- Manage own workload effectively and support the team in meeting deadlines.
- Foster collaborative team relationships and actively seek feedback for professional growth.
- Assist in reviewing and marking up drawings under supervision.
- Engage in knowledge-sharing within the studio, contributing to team discussions and development initiatives.

### Benefits include:

- Generous 24 days annual leave allowance, plus your birthday off
- Defined contribution pension scheme
- Summer office hours during July and August
- Several onsite communities to get involved in
- The potential for hybrid working arrangements

Adèkò & Co is an equal opportunities employer, and we encourage candidates from diverse backgrounds to apply.

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