

REBECCA HUGHES

INTERIORS

JUNIOR INTERIOR DESIGNER

Salary expectations - £25K - £29K

Initially freelance moving to Permanent FTC contract

RHI Junior Interior Designer – Job Description

About us

Rebecca Hughes Interiors Ltd is a creatively driven high-end interior design studio, utilising a collaborative approach with clients to transform space. We believe that we are all shaped by our environments, so our passion is to design homes that uniquely embody peace and awaken inspiration. Although we are based in London, we operate throughout the UK, across central Europe, India, Malaysia and other parts of Asia.

Our style utilises the existing architecture of buildings, which is then enhanced by selected interior finishes to create luxurious and liveable spaces.

About the Person

This is a fantastic opportunity for a Junior Interior designer, working closely with senior members of staff on beautifully crafted high-end residential homes for high-net worth individuals.

Being passionate in the work that we do is very important. The right person will care equally about the services we provide to our clients as much as pioneering beautiful designs. The right candidate will have a minimum 1 – 3 years experience in high-end residential interior design, be highly creative and must be proficient in Estimac, Microsoft Office, CAD, InDesign and Photoshop.

Being a team player who can bring energy and passion to the team and to the clients is hugely important to this role. The successful candidate will be highly organised, able to balance multiple projects at one time and a natural people-person. The ability to have initiative and to have a real can-do attitude is essential.

About the role

This role is based at our head office in Islington, London. This position would suit an enthusiastic and motivated person with an immaculate design skill set as well as strong project management skills. It requires a proactive, articulate and diligent person who has the drive to both manage and assist on various projects helping to deliver our high quality service.

Working hours 9am – 5:30pm Monday to Friday

Job Description & Responsibilities:

- An exciting all-round design role with the chance to grow as a designer. • Preparation of presentation boards for client meetings and presentations & management of presentations throughout project (ensuring always plans, schemes, material boards & wallets up-to-date & labelled).
- Assisting in the development of design schemes.
- CAD skills implemented in presentations & design packages (to include spatial layouts, small power, RCPs, bespoke furniture, joinery packages) for review by senior member. • Presentation of rendered elevations.
- Planning and orders, liaising with suppliers and chasing invoices.
- Proactively sourcing new samples from suppliers & building of the sample library. • Stock-taking and assistance with shipments.
- Producing detailed schedules for costing & contractor information. • Producing client estimates for senior review (to include relevant details for order management) & proactively keeping it up-to-date where needed.
- Participation in meetings with clients (& senior members) inc. minute taking. • Preparation & setting up of client meetings (including printing out of A3 plans, relevant schemes, preparing fabric boards, ensuring we have refreshments).
- Obtain fabric & furniture quotes for client budgets.
- Co-ordination of site visits with sub-contractors where needed. • Assisting at meetings onsite & keeping an updated bank of site progress images. • Sourcing (furniture, fabrics, accessories etc.)
- Assisting with site installations & styling of FF&E.
- Snagging and de-snagging
- General office tasks as and when required
- Ad hoc admin work as required

What you will need:

- BA (Hons) in interior design or Diploma, and one to three years' experience in a professional design firm.

The ideal candidate will:

- Be proficient in AutoCAD, Photoshop, Estimac, Microsoft Office (inc. Word, Excel, Powerpoint)
- A proficient level of experience in interior design concepts such as, space planning, furniture, fixtures and product research
- Have a good understanding of the project process and stages involved from start to completion.
- The ability to assemble FF&E and finish boards and corresponding presentations • Have an enthusiastic, positive, can-do attitude
- Ability to work well in a team and individually
- Be a proactive problem-solver
- Strong multitasking skills
- Be able to work professionally and efficiently in an organised manner •

Have a good grasp of project deadlines and time-management

- Be as self-starter

What we offer

- Excellent growth opportunity to develop and hone a range of skills in a knowledge driven environment
- An Inclusive culture and cooperative environment
- A small team with a global reach, so the opportunity to feel like you are part of exciting projects
- Four weeks holiday (plus. Bank holidays + 3 days at Christmas)

Now what to do

The position is available for an immediate start. Please email your CV to info@rebeccahughesinteriors.com

Application deadline: Friday 12th June

Rebecca Hughes Interiors Ltd is committed to the principle of equal opportunity in employment. We seek to ensure that no applicant, employee or member of the partnership is discriminated against, either directly or indirectly, in relation to their religion and religious beliefs, age, race, sex, sexual orientation or disability.