

GUY GOODFELLOW

INTERIORS AND ARCHITECTURAL DESIGN

13 LANGTON STREET LONDON SW10 0JL

TEL: 020 7349 0728 EMAIL: MAIL@GUYGOODFELLOW.COM

Job Title: Interior Design Assistant

Job Description:

Supporting the Guy Goodfellow team to manage and coordinate the company's portfolio of projects. The **Interior Design Assistant** will be involved in all aspects of the design of the projects from conception and design development through to the procurement, installation, and completion, providing support to all members of the team as required.

Key Project Responsibilities & Duties include:

- Working with the designers to create the design concept proposal, to include client presentations, sketches, initial floor plans and sample suggestions.
- Supporting the designers, working in close association with the client, in the development of schemes for the internal decoration of the property.
- Collation of presentations of final schemes with the use of sample boards, paint boards, sketches and any additional samples of materials and finishes.
- Populating plans and elevations with furniture & lighting proposals, as part of the design package.
- To prepare and manage comprehensive schedules including all architectural related schedules (ironmongery, sanitaryware & fixed lighting), all internal finishes, upholstery, curtaining, carpeting, new and bespoke furniture, and decorative lighting.
- Preparation of client estimates in EstiPC collating pricing, images and product details as required, with the development of the associated schedules (decoration, window treatments, cushions etc).
- With the designers, sourcing of antique furniture and decorative items, providing specifications for restoration and re-upholstery as required.
- Managing the placement of orders to suppliers, with subsequent delivery and installation.
- Assisting the designers with the management and development of the relationships with clients, ensuring that their expectations in terms of timings, costings and all aspects of the design are fully managed and that any concerns are addressed promptly.

Key Studio Responsibilities & Duties include:

- With the assistance of the team, responsible for managing the appearance and organisation of the Studio's sample library.
- Meetings: set-up and clear away after meetings, welcome clients and provide refreshments, and help maintain the tidy appearance of the studio and kitchen.
- General office: act as a helping-hand across the team, running errands and arranging couriers

Key Skills Required:

- Ability to work under pressure and meet to deadlines in a fast-paced environment
- Excellent organisational skills and attention to detail; to be organised, detail-oriented and proactive
- Good communication skills (verbal and written)
- A passion for interior design and architecture with an understanding of design styles, suppliers, products and finishes
- An excellent knowledge of CAD, EstiPC and Microsoft Office
- SketchUp, Photoshop and InDesign with strong freehand sketching abilities (desirable but not essential)

Key Overview:

- Six month contract with potential to extend, full-time, Monday to Friday, 9:00 AM – 6:00 PM
- Office based – 13 Langton Street, Chelsea
- Two years' experience in interior/architectural design
- Salary is dependent on experience
- 28 days annual leave, inclusive of bank holidays
- Company pension, group health insurance & group life assurance scheme

Please forward your CV and portfolio to: steven@guygoodfellow.com

Regrettably, owing to volume of applications, it will only be possible to contact successful applicants for interview.