

CHURCH & ROSE

INTERIOR DESIGN

INTERIOR DESIGN OPPORTUNITY

A great opportunity for a fun happy person to work in a small and dynamic design studio in Parsons Green, working on largely residential projects both in the country and in London. You should have a minimum of two year's relevant experience in a professional interior design role, be enthusiastic, able to assist with taking a design brief from its initial stages right through to completion of the project.

You would be able to put together Design Schemes; source appropriate furnishings, lighting, flooring, accessories. Manage the programme and oversee any trades and suppliers, ensuring work is carried out to a high standard, on time and within budget. You would need to be extremely detailed and organised, computer literate; familiar with Estimac, understand basic accounting and be able to prepare detailed schedules and spreadsheets.

Many of our clients are both London and country based with a lean towards a traditional feel but we combine with fun, fresh and interesting designs. We would have a preference for someone whose experience reflects that of our clients and with an understanding of what they are likely to want.

The role is office based and likely to be a position for 10 months to a year to cover for maternity. There may be a possibility of this being extended all depending on office circumstances. Whilst you would largely be supporting myself and working alongside one other, you should also be equally able to work on your own and to manage your own workload. Ideally you would live in London but be free to travel outside of London occasionally for various projects as and when necessary.

We are a small office so an easy going and flexible attitude is essential.

Job Responsibilities would include:

- Interior Design & FF&E Experience with good knowledge of suppliers products and finishes
- Handling project budgets.
- Liaising with Vanessa, suppliers and clients
- Assist with ordering and communication with trades (upholsterers, curtain makers etc)
- On-site co-ordination and installation with contractors
- Preparing detailed specification schedules of ironmongery, sanitaryware, electrics, finishes, joinery etc.
- Sourcing fabrics, furniture, art and decorative items
- Drawing scaled furniture layouts, hand sketches, sketch up etc
- Managing projects snagging lists
- Arranging shipments, collections and deliveries of goods

Skills

- Strong attention to detail & initiative
- Self- motivated and independent worker
- Able to prioritise and work to deadlines
- Very well organised
- Excellent communication skills
- Understanding of Budget and Basic Accounts.
- Ability to be proactive
- Happy to assist in all aspects of the business
- Flexible with travel – The odd project might involve a 2-3 night stay mid-week (not regular but occasional)
- Excellent knowledge of MS Office package and Windows and be fully computer literate.
- Familiar with Estimac.
- Full driving licence preferable

Please contact me with your CV together with a brief note telling us about yourself/any recent projects you have worked on and any other relevant information and your contact details. vanessa@churchandrose.com

Overview

Job Type: min 4 days a week – office based.

Hours: 9.00am –5.30pm

Location: Parsons Green Lane

Ideal Start Date: As soon as possible

Min 2 years' experience working in relevant interior design position

Terms to be agreed

<https://www.churchandrose.com/>