

FRANK

ARCHITECTURE & INTERIORS

Intermediate Interior Designer – Job Description

Description:

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior design are at the heart of the work we do. Being a small scale, boutique firm allows for our team of talented and passionate design professionals to strive to create timeless, engaging and approachable design solutions within a collaborative open studio environment.

Our expertise in projects ranges from commercial to residential with a strong focus on hospitality. We are particularly fond of restaurant, café and retail design as it gives us the opportunity to indulge in a research process and a level of detail that we undoubtedly love. Our portfolio includes project work that stretches across Canada, from British Columbia to Quebec.

We are seeking an Intermediate Interior Designer to coordinate the administration, production and execution of projects. The successful candidate will have the opportunity to immerse themselves in a learning rich experience, gaining exposure to all aspects of the design process. Rapid growth is expected as you gain an understanding of how a project rolls out from start to finish. We are looking for those who thrive in a fast-paced work environment motivated by teamwork and creativity.

As an Intermediate Interior Designer, you will:

- Collaborate on concept, schematic and design development with senior designer or partner (depending on the scale of the project).
- Generate presentation material (computer models, drawings, precedent images)
- Manage project documentation delivery and maintain project records (meeting minutes & files transmitted via email)
- Production of design and construction drawings in alignment with Company standards and quality.
- Prepare construction documents and review specifications.
- Coordinate building and development permit submission documents, including record keeping and ensuring filing is completed on each project at critical milestones (schedules, paperwork for submissions etc.)
- Meet project criteria and deliver documents to meet deadlines on time.
- Organize specifications and procurement orders of selected and specified FF&E, accessories and related.
- Meet with vendors, suppliers and contractors to review interior needs & determine who can provide the best service.
- Coordinate and manage the installation and arrangement of fixtures, art, and accessories.

Qualifications and Skills:

Required skills and expertise:

- University Degree in Interior Design or Equivalent
- 5+ years of experience in an Architecture/Interiors Office
- Commencing pursuit of professional registration as a Licensed Interior Designer
- Strong working knowledge of AutoCAD, SketchUp & Adobe Creative Suite
- Strong communication and presentation skills (written and oral)
- Confident, efficient and collaborative

Contact Information:

All interested applicants should be prepared to provide a portfolio of their work and professional references and should be able to start two weeks from acceptance of offer of employment.

We will provide a competitive salary, health benefits and continuing education opportunities.

Please email your resume, cover letter and salary expectations to careers@frankarchitecture.ca. Include your name and the position, Intermediate Interior Designer, in the subject of your email. Only candidates offering appropriate project-based credentials will be contacted, although we thank any interested parties for their submissions.