



## Job Description

<b>POSITION:</b>	<b>FF&amp;E DESIGNER – MATERNITY COVER</b>
<b>REPORTING TO:</b>	<b>HEAD OF FF&amp;E</b>
<b>RESPONSIBLE DAY-TO-DAY:</b>	<b>TEAM PRINCIPAL</b>

### DESCRIPTION:

RWD are seeking an FF&E designer to cover a 12-month period of maternity leave. As a fast-paced yacht design studio, we are looking for someone who is passionate about luxury yacht and/or very high-end residential interior design, integrates well within the team and for whom quality of work is everything. The successful candidate will need to be adaptable and enthusiastic to play an important role in our busy and unique studio. RWD is a stimulating and award-winning company to work for; we have a genuine team ethic where work is demanding and rewarding in equal measures. The studio is idyllically located in the New Forest for a great life/work balance. There may be frequent international travel to visit our global client base and shipyards.

### ROLE

Reporting to the Head of FF&E, the FF&E Designer is an experienced member of the FF&E department and in this case, will play an important role in looking after particular projects whilst one of our valued team members is on maternity leave. They are able to be solely responsible for smaller scale projects or ably assist the Senior FF&E designer and Head of FF&E on large scale supply projects. Liaising with the Team Principal to ensure that the projects are delivered on time, to budget and to an exceptional standard and to the brief set by the Creative Collective. The FF&E Designer is responsible for concept development, project management and preparation of client presentations on the FF&E element.

### KEY TASKS – FF&E DESIGNER

- Understand and interpret the client brief set by the FF&E Director
- Develop the FF&E concept ensuring it adheres to Company Values
- Selection of furniture, materials and finishes and creating engaging and outstanding client presentations
- Collaborate with Team Principal, Project Manager and Team Coordinator to ascertain the timeline, budget and deadlines of the project and be aware of all deadlines affecting the purchasing.
- Produce accurate specification document including all necessary information

#### CONTACT

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#### STUDIO

The Old Electric Light Station  
Beaulieu Brockenhurst  
Hampshire SO42 7YF England

# R W D

- Liaising with the client and shipyard to ensure materials selected are compliant and meet the client's brief
- Understand from the client team the tax and export position of the vessel and ensure that all compliance is met and brief the FF&E buyer and FF&E accountant on the requirements
- Responsibility for the compilation of the procurement budget (based on the FF&E part of the contract) and coordinating all documentation ensuring all document standards are met
- Responsibility for purchasing schedule and keeping budget up to date with current spend, keeping the team informed on changes to ensure project runs within budget
- Organizing and overseeing ordering process, reviewing all standard orders set up by FF&E junior and responsibility for custom orders once design finalized by Designer.
- Working closely with the FF&E accountant to raise all pro forma invoices and arrange payment to suppliers
- Administrate and track all orders in the purchase process providing timely updates to FF&E Designer and Team Principal
- Liaise with yard and client rep for all shipping logistics, organize consolidation and checking of goods upon delivery.
- Reconcile the project together with the FF&E accountant ensuring all client monies are accounted for accurately.
- Build and maintain strong relationships with suppliers, shipyards and client teams
- Keeping current with industry trends and developments and any technical developments
- Attending industry fairs to source new suppliers and expand the FF&E Library

## **KNOWLEDGE, SKILLS & ABILITIES**

- Strong communication and presentation skills
- Excellent English writing skills and verbal communication
- 3 to 5+ years' experience working on luxury projects for HNWI including yacht experience
- Experience of projects through to final installation and aftercare
- Ability to work well as a team
- Good knowledge of material, finishes and suppliers
- Strong IT skills including MS Office especially excel; Photoshop; and AutoCAD
- Flexible attitude, help where work is needed in the company
- Interest and knowledge in the latest design trends
- Ability to multi task, prioritise, work to deadline and manage own time
- Good interpersonal skills