

Interior Designer / Project Manager

We are looking for an experienced Interior Designer with project management experience to join our small interior design firm in South East London. The chosen candidate will be friendly, organised and proactive with at least 3 years experience and a track record in this field.

Susan Clark Interiors specialises in full home renovations and project management. From architectural drawings, to completion, we manage every stage of a project. Whether a full build, a single room, providing joinery or soft furnishings, we assemble and manage the best teams and products. We also have a retail shop and showroom alongside our offices in Greenwich where we are open to the public and trading Monday to Saturday.

The chosen candidate will be confident to work both independently and as part of our small design team. This is an exciting full-time opportunity for an experienced designer, who is committed to delivering excellence for our clients. The role offered is for 5 days a week worked between Monday and Saturday and a level of flexibility around working hours is required. The position is currently office based.

Requirements for this role:

- To have studied Interior Design/ Architecture.
- At least 3 years residential interior design experience.
- Proficient in Autocad.
- IT literate and confident using Microsoft Office including Excel, Outlook and Estimac.
- Good working knowledge and experience in Adobe Photoshop and Indesign.
- Highly organised with excellent administrative skills.
- Clear communicator with great interpersonal skills.
- Well presented, friendly and approachable, with a can-do attitude.
- A full clean driving licence.
- Within easy commute of Blackheath / Greenwich.

Responsibilities will include:

- Working closely with the Director to ensure smooth running of projects.
- Collaborating with client and team to prepare electronic moodboards and sample boards.
- Preparation of technical plans, layouts and elevations for joinery, lighting and small power.
- Collating project quotations and presenting project scope to clients.
- FF&E procurement.
- Preparation of FF&E schedules and scope of works for builders.
- Liaising with contractors, clients and architects at all stages of the project.
- Leading site meetings.
- Calculating and managing project budgets and finances alongside the in-house book keeper.

If you are interested in applying please send your CV with examples of your work and covering letter to susan@susanclarkinteriors.com