

Job Description

Details:

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| Title: | Junior Interior Designer & Studio Librarian |
| Type: | Permanent role |
| Full time: | 9:00am to 6.00pm, Monday to Friday, |
| Location: | London SW1W 8QN |
| Salary: | negotiable dependent on experience |
| Holidays: | 25 days plus public holidays |
| Other benefits: | Company pension, team events |
| Report to: | Team Leader, Head of Ops, Founders. Technical Director |
| Works with: | Design Team, Head of Ops, Technical Director |

Overview of the Role:

A Junior Interior Designer will typically work as part of a team, under the control of a Team Leader and will be expected to assist the team in the design and production of projects within the studio.

As part of this role the Junior ID will take on the responsibilities of the Office Librarian to ensure the Studio functions as efficiently as possible, and to further their knowledge of the library: physical and virtual.

Responsibilities:

Interior Design:

- Populating accurate Timesheets
- Operating standard filing systems within office for drawings and correspondence
- Working on a variety of tasks for a mix of residential and commercial projects, within a team of interior designers
- Ability to Work with various programs at TDG, including but not limited to AutoCAD, Sketch Up, Indesign, Adobe Photoshop, Microsoft Suite inc Outlook, Excel and Word and other software and applications as directed, according to TDG's best practice and the lead designer's instructions.
- Participating in brainstorming
- Researching products, materials, etc. as directed
- Attending site and client meetings when required
- Having an understand of our obligations under CDM 2015 (training will be provided)
- Understanding and maintaining TDG's Best Practice guidelines in your work
- Contributing information to decision-making process

Office Librarian:

- Update price lists using the agreed naming format in the appropriate folder and SS the old ones.
- Maintain the supplier discounts in the Master schedule master discounts tab. Investigate and update any discrepancies when a designer flags it.
- Together with the office intern (if there is one), receive and allocate studio samples to the right team.

- Unclaimed samples to be sorted and filed in the right space/shelf/drawer (All samples to have date stamp or sticker)
- Any old or discontinued materials to be removed.
- Reorganize shelves/spacing efficiently to fit more relevant/ popular materials/brands.
- Monthly studio table clearance to circulate an email asking for help and making it happen
- Also maintain tidy office environment to use storage space behind Monique and Staffan effectively
- Raise any recommendations/big changes to Monique and Giorgi.
- Organise and attend supplier CPD/ training meetings and encourage one person per team to attend. Circulate important points following the meeting.

Self-Management:

- Knowing the TDG Design Matrix and Letter of Agreement inside out
- Taking clear and detailed notes when given a brief by your Project or Team Lead, making sure that you understand the task as well as its place in the overall project
- Ensuring that performance standards are clear; questioning any areas that are not clear;
- Providing upwards feedback; actioning own feedback
- Able to ask for advice and support when necessary; listening carefully; asking questions to ensure understanding
- Taking responsibility for own development; continuing learning on the job. Proactively seeking out opportunities to enhance knowledge and skills
- Taking part in CPDs, workshops, supplier presentations and continued in-house training when your priorities allow you to.
- Identifying training opportunities where appropriate
- Demonstrating a flexible and responsive attitude when faced with change
- Being a positive team member; contributing to the overall success of team; working well with others
- Using your time wisely
- Taking clear and detailed notes when you are given a brief by your Project or Team Lead, making sure that you understand the task as well as its place in the overall project
- Following up an instruction with written feedback and ensuring that you do your best to push through to the end of the task
- Being presentable and able to attend site or a client meeting on a working day (PPE is available in the office should you be required to attend site)

Project management:

- Managing day-to-day workload effectively; able to juggle varied demands on time and understanding the big picture
- Completing work accurately and to agreed requirements; being organised; meeting deadlines set
- Maintaining awareness of budget constraints; understanding the need for these, and achieving budget targets
- Achieving results required
- Attending an in-house induction to safety on site with Studio Manager
- Asking for a site induction every time you go to a new site
- Logging any incidents on site with the Site Manager as well as Studio Manager

Team Skills:

- Approachable; helpful and sincere attitude; being co-operative and receptive; having a positive outlook, even in face of adversity
- Keeping others informed
- Having a positive approach to work and team; willing and enthusiastic
- Responsive to requests; sensitive to others; able to talk to wide range of people
- Strong communicator within team
- Working in a supportive and courteous manner with colleagues at all times

- Able to explain own work to others
- Reliable

Client Skills:

- Representing practice professionally; creating good impression
- Demonstrating ability to communicate well with clients; establishing rapport quickly; interpreting needs and responding appropriately, maintaining a courteous and professional tone in your correspondence with clients, suppliers and contractors

General:

- Assisting in general duties in the office
- Following all office procedures and processes as directed
- Undertaking all job activities in line with Health and Safety guidance and requirements
- Answering the phone
- Letting Studio Manager or your Team Leader and your team know your whereabouts by using the TDG Resources Calendar (eg if you are on site or at a meeting)
- Emailing or messaging to let us know if you are sick or have made a doctor's appointment during work hours
- Understanding your obligations with regard to your own safety both in the office and on site (eg leaving site if you do not feel safe)
- Request leave with enough notice for your Team Leader to check your team's holidays and provide approval (i.e. don't book flights before approval)
- Speaking to your Team Leader or Studio Manager if you feel uncomfortable with any assignment, or anyone's behavior in the workplace.

Working with and to:

- Working to your Project Lead
- Reporting to your Team Leader
- The Directors