

Junior - Interior Designer - Full Time

Job Description

In this role you will be advancing design concepts into detailed drawing and specification packages for permit application and construction. The **Junior Interior Designer** is responsible for completing project and non-project related tasks to the daily operation of the design practice.

Responsibilities

- Advance design concepts into detailed drawing and specification packages for permit application and construction
- Manage the Design Library, update price lists, catalogs and organize incoming/existing samples
- Site measurements and base building drawings
- Administer and coordinate specification and furniture packages
- Provide project administrative support as needed
- Co-ordinate photoshoots
- Co-ordinate incoming calls, couriers and hosting guests to the studio

Skills Required

- Bachelor or Masters Degree in Interior Design and/or Architecture
- Minimum 5 years post graduate work experience in **residential** Interior Design
- **Mandatory** knowledge of BC Building Code & Vancouver Building By-Laws
- **Mandatory** software proficiency: Vectorworks, Office, Photoshop, Indesign, database programs
- Driver's license and access to car (car-to-go membership, etc.)
- Experience working with high-end products, details and projects
- Experience working with clients who are at the top of their game
- Experience managing and producing drawing and specification packages for client presentation, permit and construction
- Experience with contract administration and co-ordinating construction details with contractors, trades and suppliers

The Falken Reynolds family is...

- Highly personal in our approach to creating inviting spaces for our clients
- Impeccably attentive to details
- Organized and able to manage several projects simultaneously
- Articulate communicators – verbally and visually
- Entrepreneurial, proactive and solution oriented
- Comfortable working independently and collaboratively
- Curious – about design and people, and how they impact each other
- Excited about working in a progressive, globally minded design practice
- Quietly confident, showing deep respect for the trust our clients place in our work

Please email CV & Portfolios to chad@falkenreynolds.com with "Junior Interior Designer - Your Name" in the subject line. Due to the number of applications we receive only those selected for an interview will be contacted. Thank you for your interest in Falken Reynolds.