

Internship Position

Job Description

In this role you will work side by side with the design team on current projects gaining hands on experience. This position is for a post graduate who is looking to obtain exceptional training and who is keen to grow with the company. The ideal candidate must be available for minimum 6 months and will have an opportunity for full time employment upon successful completion of the internship.

Responsibilities

- Assist principals with creating and modifying drawings to incorporate design and technical changes
- Manage the Design Library, update price lists, catalogs and organize incoming and existing fabrics for the library
- Administer and coordinate specification and furniture packages
- Help maintain specification library
- Provide project administrative support as needed

Applicant Requirements

- Ability to work on multiple projects simultaneously
- Recently graduated from an architecture or interior or industrial design program
- Knowledge of BC Building Code & Vancouver Building By-Laws
- Software proficiency: Vectorworks, Microsoft Office, Photoshop, database programs like Filemaker
- Driver's license and access to car (car-to-go membership, etc.)
- Experience working with high-end products and projects and with clients who are at the top of their game
- Experience with contract administration and co-ordinating construction details with contractors, trades and suppliers
- Must be available for minimum 6 months
- Highly detail-oriented and motivated

The Falken Reynolds team 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
- Mature and 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

Please email Cover Letter, CV & Portfolios including a drawing package to sepi@falkenreynolds.com with "Internship - 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 Interiors.