

## **JOB DESCRIPTION**

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**DATE:** January 2019  
**JOB TITLE:** Interior Design Technician  
**DEPARTMENT:** Design  
**ACCOUNTABLE TO:** Design Manager

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A technically experienced and agile Interior Design Technician is required to become part of the design team to assist in the production and delivery of workplace design related projects in order to achieve the PARAMOUNT design strategy.

PARAMOUNT are one of the leading workplace design, fit out and furniture contractors in the UK and part of our design strategy is to provide innovative design led solutions to our clients and be at the forefront of the latest trends within our industry.

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## **FUNCTION**

- To assist the company to win business by providing technical CAD and Revit support to the design team through all design stages.
- Promote the PARAMOUNT brand, values and mission statement.

## **MAIN DUTIES**

- Acquire and document briefing information accurately.
- Provide technical support to design team as required.
- Prepare drawings and specifications within agreed deadlines. Drawings to be produced using either Autodesk Autocad or Revit software.
- Carry out site surveys and subsequently translate written material into relevant electronic format.
- Maintain PARAMOUNT brand identity incorporating standardisation of presentation and marketing materials.
- Assist in the creation of information for use in client presentations.
- Obtain client approval and sign off for design proposals when required.
- Undertake diligent and accurate research to identify and procure relevant product samples for specific projects in agreed timescales.
- Work in close conjunction with Estimating and Projects team to assist in the development of the relevant tender and construction drawings to enable costing by others.
- Liaise with site staff to resolve day to day construction issues.
- Assist in the collation of all relevant documentation to submit Building Control and Planning applications and liaise with relevant bodies to gain approvals and consents.
- Demonstrate a clear understanding of the CDM regulations and in particular the role of Principal Designer.
- Produce Designer Risk Assessments.

- Liaise with suppliers to support the accurate collation of supplier quotes and product samples.
- Have an understanding of project programmes taking account of timescales, budget, availability of resource, and client expectations.
- Keep abreast of current design standards and software packages with a view to continuous improvement.
- Pro-actively undertake research of developing workplace design trends.
- Continuously develop knowledge to be aware of competitors and inspirational brands in order to contribute to design team discussions.
- Contribute towards design related blog articles (two to three times a year).

## **COMMUNICATION AND TEAM WORKING**

- Communicate effectively across all levels using appropriate communication tools including telephone, face-to-face, e-mail and social media.
- Deliver your technical proposals with confidence and clarity.
- Develop positive external relationships whilst liaising with clients, consultants, suppliers and sub-contractors through appropriate and effective communication.
- Contribute to building constructive work relationships to support individual, team and company performance.

*The above is an overview of the definition of the key job responsibilities. There will be other adhoc duties that your Line Manager may require of you. You will also need to demonstrate your flexibility in order to be prepared to travel throughout the UK depending on where a project is located and also to ensure workload pressures and deadlines are met.*

**SELECTION CRITERIA – INTERIOR DESIGN TECHNICIAN**

	<b>Essential</b>	<b>Desirable</b>
Education / training (type / degree)	Interior Design, Interior Architecture or Architectural Technologist degree	
Experience (years, field)	Minimum 3 years of experience within the Interior Design / Design and Build industry	
Skills / knowledge	<p>Passionate and creative understanding of the design process and implementation, including RIBA stages</p> <p>Excellent skills in AutoCAD, Revit and MS Office</p> <p>Uses a proactive approach and own initiative to manage workloads</p> <p>Effective time management, planning and organisational skills to deliver various tasks in a busy environment and to tight deadlines</p> <p>Competent and articulate written and verbal communication skills</p> <p>Effective administration skills, with meticulous attention to detail to ensure accuracy</p>	<p>Competent skills in 3DS Max V-Ray, Photoshop and In Design</p> <p>Competent skills in BIM Levels 1&amp;2</p> <p>Competent skills in NBS specifications</p>