

Job title:	Senior Interior Designer
Reporting to:	Karen Alcock, Principal
Salary:	By Negotiation
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

MAArchitects Pty Ltd is an EO employer and is committed to providing all employees with a safe and enjoyable working environment. Comprehensive policies and procedures have been developed to support this. All employees are responsible for their own awareness and understanding of MAA policies and procedures.

Purpose of the Position

MAArchitects is a small-to-medium sized practice specialising in residential, mixed use and commercial architecture and interiors.

The Senior Interior Designer will provide interior design leadership to the Principal and the broader MAA practice to allow the business to continually innovate and deliver engaging and inspiring environments for people to inhabit.

The senior interior designer will be responsible for building new and existing client relationships and helping shape the direction of MAA interiors. You must be self motivated, passionate about design and have the ability to work collaboratively.

Work experience, skills and qualifications

- 7 – 10 years full time professional experience as an interior designer with experience in renovations and new builds preferred.
- Experience with multi-residential, single residential and hospitality projects preferred
- Proficiency in Sketchup and Adobe Suite software
- Ability to document interior projects in ArchiCAD (2D)
- Experience dealing with consultants and contractors on site.
- Exceptional design ability
- Eye for detail
- Experience liaising with consultants & contractors
- Demonstrated project management and delivery skills
- FF and E experience
- Self motivated and able to take responsibility
- Demonstrate initiative and proactive approach to daily tasks

Personal qualities & behavioural traits

- Ability to work with a high degree of autonomy and also as part of a team
- Strong verbal and written communication skills

- Excellent personal presentation. You must be professional, friendly and calm
- Manage sensitive and confidential information
- Excellent organizational skills
- Ability to manage and prioritise tasks and time efficiently
- Passionate about design and innovation

Responsibilities & duties

- Work closely with in house design team, external consultants and contractors on site
- Undertake design projects from concept to completion
- Liaise directly with clients to establish the project brief and define the scope of works
- Set costs and project fees according to budget
- Production of working drawings, plans, schedules and specifications to assist with the delivery of tender packages, marketing drawings and documentation.
- Source materials and products to specify and produce sample/moodboards
- Research and follow industry changes, evolutions and best practises
- Supervise work progress and mentor younger staff
- Manage project timelines and delivery
- Expertise in layout, colour, lighting, materials selection, custom furniture and installations.

Relationships

- Internal
 - o Principal
 - o Architectural Design Team
- External
 - o Clients
 - o Consultants
 - o Reps and suppliers