

**Reporting to:** Vice President, Design Principal  
**Department:** Consulting Services  
**Start Date:** ASAP  
**Position Title:** Intermediate Interior Designer  
**Type of Position:** Full-time Permanent  
**Salary:** Open  
**Location:** Richmond Hill, ON

### **Summary of Role:**

The Intermediate Interior Designer is responsible for customer service and design deliverables relating to Interior Design projects. Formally reporting to the Vice President, Design Principal, the Intermediate Interior Designer will report daily to the assigned Vice President, Design Principal and work cohesively with all Consulting Services personnel to ensure projects are executed efficiently and deliverables are of the highest quality. Intermediate Interior Designer's mandate is to provide and execute full interior design services, ensure profitable and successful completion of interior design projects, develop and maintain client relationships and nurture relationships with peers and external vendors.

### **Duties & Responsibilities:**

Include but are not limited to...

- Provide the highest level of client service
- Continue to nurture relationships with peers through collaboration with all associates
- Cultivate / foster long term continuous business relationships with clients, consultants and vendors
- Perform and execute interior design deliverables following Mayhew standards for all deliverables
- Extensive knowledge of the interior design process, interior construction methods, building materials and building code regulations, the permit application & approval process, and contract administration
- Proficient in executing accurate site verifications, document existing conditions for the preparation and assembly of contract documentation, inventory of furniture and equipment assets
- Promoting and selling of all Mayhew consulting services inclusive of Workplace Strategy, Interior Design, and Project Management as well as pull-through opportunities and the development of proposals, RFP's, and the blending multiple services
- Ensure interior design projects remain profitable through ongoing monitoring of deliverables with project team members and review on regular basis with assigned Team Leader and/or Project Lead
- Daily assignment of tasks to interior design team personnel, effective assignment and delegation of project tasks and activities and scheduling of resources ensuring the highest standard of drawings and specifications
- Provide / develop a culture for professional advancement focused on ongoing mentoring, recognition and reward for exceptional work

- Identifies new opportunities to add value to the organization and helps others meet / exceed career based goals and objectives
- Provide positive and constructive mentoring of consulting services personnel as it relates to business deliverables
- Complete timesheets on a daily basis for tracking of billable and non-billable working hours
- Weekly project progress review meetings with assigned Team Leader and/or Project Lead to review project profitability, resources, workload assignments and project timelines
- Review bi-weekly and/or monthly billing reviews ensuring project profitability and accuracy of client invoices for projects under your lead
- Successfully perform and execute complete interior design services from exploration, information gathering, schematic design, design development, working drawings, specifications for furniture and construction tendering, permits, tender information packages, RFI responses and bid analysis review
- Preparation of site instructions, related drawings, changes and the management of all administrative processes related to contracts
- Ability to coordinate with contractors, visit the site with general knowledge of construction, and attend site meetings
- Coordination with project sub-consultants in the preparation of their deliverables
- Uses every communication channel available to identify customer needs / expectations and to relay them to other project consultants - both internal and external
- Maintain an awareness of project budgets and timelines for projects
- Maintain a safe working environment by following and enforcing company health and safety standards
- Identifies personal and professional developmental needs on an annual basis
- Demonstrate knowledge of the entire organization, its products and services
- Adapts to changes in the work environment; modifies approach or method to best fit the situation; manages frequent change, delays, or unexpected events in a positive and professional manner
- Complete all assigned project deliverables for each interior design contract within hours allocated to complete each tasks and prior to project deadline
- Proficient in AutoCAD, Revit, SketchUp and Microsoft Office software and electronic project file standards
- Prioritize and work on multiple project assignments
- Demonstrate a high standard of professional ethics and fairness

#### **Qualifications:**

- Member in good standing with the Association of Registered Interior Designers of Ontario (ARIDO)
- Successful completion of the National Council for Interior Design Qualification (NCIDQ) or in the process of completing the qualification
- **Minimum of five (5) years experience in corporate commercial interior design**
- Graduate of a CIDA accredited College or University diploma or degree program in the field of Interior Design
- Proficient with current software versions of AutoCAD, Revit, SketchUp and Microsoft Office
- Working knowledge of building materials, methods and tools involved in the construction of interior fit-out and renovations

- Knowledge of construction methods, contracts, activities, schedules and milestones, and administrative processes
- Knowledge of federal, provincial and municipal building laws, building and safety codes, health and environmental standards and regulations
- Knowledge of construction and project management activities
- Knowledge of individual project budgets and timelines
- Excellent interpersonal, communication, facilitation and presentation skills
- Proficient in organization and time management skills

**How to Apply:**

Please forward your cover letter & resume to: [rterpselas@mayhew.ca](mailto:rterpselas@mayhew.ca)

We thank all those who apply, however, only those selected for an interview will be contacted.