



Reporting to: Team Leader, Sr. Registered Interior Designer

Department: Consulting Services

Start Date: ASAP

Position Title: Intern Interior Designer

Type of Position: Full-time Permanent

Salary: Open

Location: Richmond Hill, ON

Summary of Role:

The Intern Interior Designer is responsible for being an active member of the Consulting Services Team and is responsible for interior design project deliverables and activities. The Intern Interior Designer will report to the Team Leader and/or Project Lead for all day to day work activities. The Intern Interior Designer will work cohesively as part of a project team and complete work to the highest level of Mayhew and industry standards.

Duties & Responsibilities:

Include but are not limited to...

- Provide the highest level of client service
- Develop and nurture relationships with internal customers through collaboration with all associates
- Work to gain further knowledge and experience with software programs specific to Mayhew standards – AutoCAD, Revit, Google SketchUp, and Microsoft Office solutions (i.e. PowerPoint, Word and Excel)
- Gain knowledge and understanding of all Mayhew consulting and physical services for the promoting and selling of Interior Design, Project Management, and other pull-through opportunities and the development of proposals, RFP's, and the blending of multiple services
- Demonstrate knowledge of the entire organization, its products, and services
- Conduct interior architectural site verifications and prepare schematic plans, detailed plans, overall design concepts, contract documentation, and contract administration activities
- Provide pertinent project related information and be able to actively participate effectively in client meetings and presentations
- Be cognizant of hours to complete tasks and make every effort to complete project tasks within the allotted number of hours
- Daily logging of hours in time management software
- Knowledge of laws, building and safety codes, health and environmental standards and government regulations related to corporate commercial interiors in Ontario
- Knowledge of the interior design process, construction and project management activities
- Obtain knowledge of budgets and how to design to a client's specific project budget requirements
- Ability to handle multiple projects at the same time



- Constructive and cooperative working relationships with peers, team coworkers and client participants
- Ability to encourage and build mutual trust and respect among peers and coworkers
- Provide input and review with Team Leader, updates on assigned work and project hours remaining for tasks yet to be completed on a weekly basis
- Maintain a safe working environment by following and enforcing company health and safety standards
- Adapt to changes in the work environment; modify approach or method to best fit the situation; manage frequent change, delays or unexpected events in a positive and professional manner
- Demonstrating high standards of ethics and fairness
- Assist Team Leader with other interior design duties as requested
- Identifying own professional development needs

Qualifications:

- Graduate of a CIDA accredited program in the field of Interior Design
- **Minimum of 1-2 years experience in corporate commercial interior design**
- Intern Member in good standing with the Association of Registered Interior Designers of Ontario (ARIDO)
- Proficient in current releases of AutoCAD, Revit and SketchUp
- Knowledge of techniques, tools and principles in the production of interior design construction documentation
- Self-confidence and good interpersonal, communication, facilitation and presentation skills
- Proficient in organization and time management skills

How to Apply:

Please forward your cover letter & resume to: hr@mayhew.ca

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