

Position Title: Intern Interior Designer

Reporting to: Senior Registered Interior Designer / Team Lead

Department: Consulting Services

Type of Position: Full-time Permanent

Location: Richmond Hill, ON / Hybrid

Summary of Role:

The Intern Interior Designer is responsible for customer service and design deliverables relating to Interior Design projects. Formally reporting to the Senior Registered Interior Designer / Team Lead, the Intern Interior Designer will work cohesively with all Consulting Services personnel to ensure projects are executed efficiently and deliverables are of the highest quality. Intern Interior Designer's mandate is to support 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
- Knowledge of the interior design process, interior construction methods, building materials and building code regulations, the permit application & approval process, and contract administration
- Execute accurate site verifications, document existing conditions for the preparation and assembly of contract documentation, inventory of furniture and equipment assets
- 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
- Provide / develop a culture for professional advancement focused on ongoing mentoring, recognition and reward for exceptional work
- Complete timesheets on a daily basis for tracking of billable and non-billable working hours
- Review bi-weekly and/or monthly billing reviews ensuring project profitability and accuracy of client invoices for projects under your lead
- Coordinate with vendors to maintain and manage consulting sample library
- 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
- Demonstrate a high standard of professional ethics and fairness

Qualifications:

- Member in good standing with the Association of Registered Interior Designers of Ontario (ARIDO)
- **Minimum of 2 - 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

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