

**Job Title:** Associate Director

**Location:** London

**Department:** Interiors

## **Job Purpose:**

Amazing opportunity to take your career to the next level as an Associate Director in our award winning Interiors Division. If your strengths lie in developing client relationships, leading a team and delivering world-class projects then this is your next step.

## **Key responsibilities and accountabilities:**

- Assisting Project Directors and Directors in Interior Design projects, with a focus on corporate fit-out.
- Managing client expectations and presenting the projects.
- Meeting & liaising with clients to assess and advise on project costs & technical specifications.
- Preparation of technical and 3D drawings; computer visualisation and CAD layout drawings; and preparation boards.
- Running projects and managing junior interior designers.
- Meeting with consultant teams to assist with design coordination.
- Cost management and budget planning.
- Preparation of presentations boards.
- Selection of finishes and materials and FF&E

## **Qualifications, skills & experience:**

- Relevant Interior Design Qualification.
- Demonstrable experience in work space design fields
- Strong portfolio is an advantage.
- Ability to communicate ideas three dimensionally.
- Must have intermediate Revit experience
- Computer literate, with excellent skills in Auto Cad, In Design, Adobe Photoshop and Illustrator
- Ability to sketch is desirable.
- Excellent conceptual design and presentation skills.
- Strong communication skills.
- Ability to multi-task and prioritise work.
- A flexible approach to work, especially when travel or long hours of work are required.

## **Knowledge and attributes**

- Enjoys preparing, developing & coordinating drawings and models to support a successful project transition from the design phase to on-site liaising with contractor teams
- A keen eye for detail and accuracy
- Proactive and self-motivated, with the ability to take initiative in response to direction from project leads, directors and Principals
- A team player, with a flexible and open attitude towards new ways of working and collaborating

If you are interested in applying for the role, please send your cv to [careers@tpbennett.com](mailto:careers@tpbennett.com).

Associate Director – Dec 2023

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