

**Job Title:** Project Director

**Location:** London

**Department:** Interiors

## **Job Purpose:**

To provide assistance to Directors in a fast-paced and dynamic environment. The role is an excellent opportunity for someone to develop their skills as a Project Director within a successful interior design practice.

## **Key responsibilities and accountabilities:**

- Assisting Directors in Interior Design projects, with a focus on interior fitout/refurbishment corporate and cross sector.
- Managing client expectations and presenting the projects.
- Meeting & liaising with clients to assess and advise on project costs & technical specifications.
- Coordinating client and consultant requirements
- Preparation of technical and 3D drawings; computer visualisation and CAD layout drawings; and preparation boards.
- Running projects and managing junior interior designers.
- Cost management and budget planning.
- Preparation of presentations boards.
- Selection of finishes and materials and FF&E
- Other ad-hoc duties as required by the business.
- Working on multiple projects at the same time

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

- Relevant Interior Design Qualification.
- Minimum 10 years industry experience as a seasoned experienced technical project runner on a wide range of projects
- Demonstrable experience in work space design fields
- Site experience delivering corporate client projects
- 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 team player.
- A flexible approach to work, especially when travel or long hours of work are required.
- Ability to commit to and demonstrate the Corporate Values: Design-led, Responsible, Intelligent, Collaborative.

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

Project Director – Dec 2023

One America Street London SE1 ONE | +44 (0)20 7208 2000 | [www.tpbennett.com](http://www.tpbennett.com)

tp bennett LLP is a limited liability partnership registered in England and Wales at the above address (No OC315685)