

Adèkó & Co.

ROLE: INTERIOR DESIGNER

31/03/2025

FOCUS OF THE ROLE: Interior Design
REPORTS TO: Senior Designer / Creative Director
MANAGING: Graduate Designers
DIRECT REPORTS: TBC
MEETING INVOLVEMENT: Internal & external

COUNTRY: UK
REGION: London
LOCATION: Studio
WORKPLACE: 3.2, Building A4, 10 Monro Way, Design
District, London, SE10 0EJ
CONTRACT TYPE:
EXPERIENCE: 4-5 years

Main Summary of the Role

The Interior Designer plays an important team role in support of the delivery of high-end, luxury interiors, assisting with concept development, design execution, and project coordination. This role involves collaborating with senior team members, contributing creative input, and ensuring design accuracy and functionality.

The Interior Designer will engage in research, supplier coordination, and documentation while actively participating in team discussions and project planning.

Technical Software

- Demonstrate proficient use of AutoCAD, Photoshop, InDesign, SketchUp, MS Suite, Adobe Acrobat.
- Show a willingness to learn and adapt to new software as required.

Concept & Design Development

- Assist in the development of creative concepts in collaboration with senior designers and management.
- Support drawing production, ensuring adherence to A&CO template requirements.
- Contribute to administrative aspects of projects, including filing, sourcing suppliers, and managing documentation.
- Participate in internal team meetings and creative reviews, engaging in design discussions.
- Assist in researching, selecting, and collating appropriate finishes, sanitaryware, and hardware to support designs.
- Attend internal review meetings and contribute to problem-solving discussions.
- Support the development and preparation of scheme designs under guidance.

Production Detail & Schematic Design

- Coordinate with suppliers under the direction of senior team members to ensure quality and budget compliance.
- Maintain and update cost and specification documentation.
- Assist in managing Purchase Orders, specification sheets, and control books.
- Proactively suggest alternative solutions when challenges arise and seek approval from senior designers.
- Communicate effectively with key team members to ensure project requirements are met.
- Research and liaise with new suppliers to support the A&CO supplier base.

Design Management & Project Coordination

- Assist senior designers in concept development for projects.
- Ensure that designs align with project functionality and operational requirements.
- Strive to produce high-quality work, contributing effectively within a team environment.
- Develop strong communication skills to express complex ideas clearly.
- Stay updated on industry trends and apply relevant knowledge to projects.

Implementation & Project Coordination

- Support coordination with contractors, subcontractors, and other key personnel.
- Assist in preparing planning applications, tender documentation, and licensing drawings.
- Attend client meetings with senior team members and contribute to meeting notes.
- Support quality control efforts through regular site visits and progress tracking.

Deliverables & Reporting

- Assist in checking the quality of deliverables and preparing stage approval documents.
- Support the planning process under the guidance of senior designers and management.
- Ensure timesheets are completed accurately on a weekly basis.
- Manage own workload effectively and support the team in meeting deadlines.
- Foster collaborative team relationships and actively seek feedback for professional growth.
- Assist in reviewing and marking up drawings under supervision.
- Engage in knowledge-sharing within the studio, contributing to team discussions and development initiatives.

Key Task & Responsibilities

A breakdown of tasks and responsibilities attributed to the role, described in order of importance.

	Weight tasks & responsibilities
Concept & Design Development	40%
Technical & Detail Drawings	40%
Design Management & Coordination	20%

Studio

TEAMWORK

- Build good team relationships and be aware of what is happening outside own workflow
- Support the team and management in day-to-day activities
- Work collaboratively with the team, offering support to those who may need it

CLIENT, CONSULTANT, SUPPLIER & EXTERNAL TEAM COMMUNICATION

- Demonstrate politeness and warmth when dealing with external contacts

KNOWLEGE SHARING

- Actively participate in knowledge sharing opportunities

STUDIO CULTURE & VALUES

- Engage in the studio culture and values and attend studio wide initiatives and meetings
- Participate in studio wide steering groups
- Actively own personal development goals and participates in learning & development activities

Staff Benefits

STUDIO

For those who qualify:

Pension Scheme: Access to a defined contribution pension plan.

Flexible Working Options including:

- 4-day compressed workweeks
- Part-time roles
- Flextime schedules
- Hybrid working models

Generous Leave Allowance:

- 24 days of annual leave (excluding bank holidays).
- A day off to celebrate your birthday.
- Up to five paid volunteering days to support causes you care about.

Community and Celebration:

- Social events and seasonal parties to connect with colleagues.
- Weekly presentations from inspiring industry professionals.

Enhanced Work-Life Balance:

- Summer office hours during July and August.
- Cycle-to-Work Scheme

Career Development: Opportunities for progression and personal growth as the studio expands.

DESIGN DISTRICT

Creative Communities: Be part of several thriving creative groups.

Events and Socials:

- Regular events hosted by Design District communities.
- Quarterly socials with like-minded creatives.

Wellness Activities: Participate in weekly yoga sessions to recharge.

Food and Drink Discounts: Enjoy exclusive deals at the local Bureau & Canteen in the Design District.