

Plain English

CUPBOARDMAKERS

Job Title: Intermediate Designer

Location: Plain English Design, 61 Pimlico Road, London, SW1W 8NE

Work Hours: Full Time - Monday – Friday 9.30am – 5.30pm (Occasional Saturdays with a day off in lieu)

Reports to: Sales & Design Director

Plain English Design is looking for an Intermediate Designer to join the team in London. The candidate should be willing to apply themselves in every aspect of the role and take pride in maintaining a very high standard to their work. A passion for design is essential.

The candidate will be working independently on their own projects and in collaboration with our Senior Design team, the role offers an exciting opportunity to work within a fast-paced design led environment. The candidate is expected to be part of all aspects of the design process, from concept to delivery. You will need to be able to cope with working under pressure, prioritising workload while maintaining excellent written and verbal communications.

Key Responsibilities

Design Consultation

- Organise and undertake initial design consultation in the showroom and on site, where applicable, to ascertain their requirements.
- Produce design presentations in collaboration with Junior Designer and Design Assistant.
- Produce plans and elevations using Vectorworks, where necessary, to aid with conversion.
- Collaborate with Senior Designers, provide support during design meetings, document, and track action items. Undertake any necessary follow ups.

Design Development

- Undertake initial site visit where necessary and take measurements.
- Facilitate Design meetings throughout the process guiding the client through the design phase to ensure the design is fully resolved.
- Communicate accurately and instruct all drawing revisions.
- Finalise appliances and 'other things' in collaboration with our technical department.

Plain English *Stowupland* Head Office and
Workshop Stowupland Hall Stowmarket
Suffolk IP14 4BE Tel 01449 774028
Plain English *Pimlico* 61 Pimlico Road
London SW1W 8NE Tel 0207 486 2674
Website plainenglishdesign.co.uk
Registered in England Registered Number 30733346
Registered Office 43-45 Dorset Street London W1U 7NA

Plain English

CUPBOARDMAKERS

- Collaborate with Senior Designers, provide support during Design meetings, document, and track action items. Undertake any necessary follow ups.

Project Management

- Act as the main point of contact for each project, maintaining client expectations.
- Maintain Plain English 'ethos' and principles in your designs and take ownership of each project, with training provided.
- Attend site surveys with Surveyor.
- Communicate with internal and external stakeholders on project timelines. Manage expectations accordingly.
- Undertake pre survey checks to ensure all design details are finalised for a smooth delivery to the workshop.
- When collaborating on projects with Senior Designers, provide support as necessary and act as a point of contact when required.

Costing

- Undertake costing using our estimating software. Produce all necessary documentation and present to the client, using the templates provided.
- Prepare and issue Sales Orders in collaboration with Design Assistants independent and when collaborating with Senior Designer.
- Obtain quotations for stone and or metal worktops in collaboration with the technical team.

Other Duties

- Be on hand to greet potential client in the showroom, communicate confidently how we work and the Plain English ethos.
- Work as part of a wider team to achieve sales targets.
- Oversee design changes on historic projects.
- Oversee any freestanding furniture sales (Dutch Larder, Worktables, Dressers etc.)

Plain English *Stowupland* Head Office and
Workshop Stowupland Hall Stowmarket
Suffolk IP14 4BE Tel 01449 774028
Plain English *Pimlico* 61 Pimlico Road
London SW1W 8NE Tel 0207 486 2674
Website plainenglishdesign.co.uk
Registered in England Registered Number 30733346
Registered Office 43-45 Dorset Street London W1U 7NA

Plain English

CUPBOARDMAKERS

Qualities

- Creative and artistic skills, show a continuous flair and passion for design.
- Good project management skills are desirable.
- Able to work independently and collaboratively.
- Care and attention to detail. Self-motivated, proactive, and dedicated.
- Highly organised, both personally and professionally. Must be timely and maintain a neat and tidy appearance as you will be representing the brand.

Requirements

- Computer proficiency – Microsoft, Adobe Creative Suite, Vectorworks (or other CAD experience) is a must.
- Clean driving license.

Holiday

20 days per annum plus Bank Holidays and Christmas closure

Please send you CV and portfolio to design@plainenglishdesign.co.uk

Plain English *Stowupland* Head Office and
Workshop Stowupland Hall Stowmarket
Suffolk IP14 4BE Tel 01449 774028
Plain English *Pimlico* 61 Pimlico Road
London SW1W 8NE Tel 0207 486 2674
Website plainenglishdesign.co.uk
Registered in England Registered Number 30733346
Registered Office 43-45 Dorset Street London W1U 7NA