

INTERMEDIATE DESIGNER

We are accepting application for the above position:

Requirement:

- Minimum 3 to 4 years working experience of Corporate Interior Design.
- Experience with Financial Institute a definite asset.
- Registered or Intern Member of ARIDO.
- Proficient Knowledge of Ontario Building Code.
- Familiar with Accessible Design requirements.
- Experience with LEED Certification.
- Strong three dimensional visualization skill with design flair.
- Good communication (written and verbal), strong interpersonal skills and proactive personality.
- Excellent proficiency with AutoCad, Photoshop, Sketchup, V-ray, Adobe Acrobat, Word, and Excel.
- Capable of working individually and as a team member while following Company's Technical Standards.
- Capable of handling full set of working drawings.
- Capable of multi-tasking and carrying out project related administrative work.
- Good time management to meet project deadlines.
- Valid driver's license and own personal vehicle is an asset.
- Out of province travel may be required.
- Be willing to work overtime.

Scope of Responsibilities:

- Develop Blocking Plans, Feasibility Studies, Space Plans, attend Client Meetings to obtain Project Requirement, Design Concept & Color Scheme Development, Furniture & Furnishing Selection and Schedule, Space Matrix Calculation, Facilities Analysis, Sample Boards & Presentation Drawings.
- Project implementation including, but not limited to, Site Measuring, Base Building Drawings Update, Working Drawings, Tender & Construction Documentation, Project Co-ordination, Site Visits, Attending Construction Meetings, Shop Drawings Review, Preparation of Addendum, Change Notice & Site Instruction, Deficiency Walk-thru & Report, Preparation of As-built Drawings, etc.
- Develop and produce millwork drawings from concept to details.
- Produce excellent minutes of meeting to document internal and Client meetings.
- Co-ordination between Consultants/Engineers and Contractors.
- Perform Office Administrative tasks as assigned.
- Sample library update. meetings and co-ordination with suppliers.
- Design materials, product sourcing and acquisition of samples.
- Assist in training junior design staff.

Please submit resume and work samples (if available) to info@idpi.ca

Only qualified applicants will be contacted.