

Job Description



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JCVA-HRD-4-002

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01

Dept/Unit:
Human Resources

Fit-out Designer

Reporting to: Engineering Services Department Manager
Department: Shared Services
Division: Operations
Project/Location: Head Office

MAJOR RESPONSIBILITIES

Design:

1. Client Consultation: Conduct detailed needs assessments, understanding client vision, budget parameters, and project scope.
2. Space Planning: Develop functional and creative spatial layouts, taking into account building codes, accessibility regulations, and ergonomics.
3. Design Development: Create detailed design plans, including floor plans, elevations, mood boards, and 3D visualizations when necessary.
4. Material & Finish Selection: Source and propose suitable materials, finishes, furniture, fixtures, and lighting, ensuring they align with design concepts, durability, and budget.
5. Project Documentation: Produce technical drawings, schedules, and specifications necessary for construction and procurement.
6. Contractor & Vendor Coordination: Collaborate with contractors, suppliers, and other professionals to ensure seamless project execution.
7. Site Supervision: Conduct site visits to monitor progress, resolve issues, and ensure adherence to design plans.

Project Coordination/Management:

8. Project Planning: Develop comprehensive project plans, defining scope, schedule, budget, and resource requirements.
9. Procurement: Manage the procurement process for materials, finishes, and fixtures, ensuring timely delivery and quality control.
10. Construction Supervision: Oversee the fit-out construction process, ensuring adherence to design specifications, quality standards, and safety regulations.
11. Client Communication: Maintain regular communication with clients, providing project updates, addressing concerns, and managing expectations.
12. Contractor Coordination: Coordinate with contractors and suppliers to ensure smooth project execution and timely completion.
13. Budget Management: Monitor project costs, track expenses, and manage budgets effectively to ensure profitability.

KEY PERFORMANCE INDICATORS

1. 100% On time submission of plans, mood boards and 3D Perspectives
2. 100% Design meets client's requirements
3. 100% Design adherence to building codes and other regulatory bodies
4. 100% Material and Finish selection meets schedule and budget
5. Daily coordination with D&B Team, BD, vendors and clients thru email or viber.
6. Conducts site supervision and face to face meeting as needed
7. 90% CSAT Rating

QUALIFICATION AND COMPETENCY REQUIREMENTS



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MINIMUM EDUCATION and EXPERIENCE

1. Bachelor's degree in Interior Design, Architecture, or a related field.
2. Minimum 3 years of experience specializing in fit-out projects within office, commercial or residential sectors.
3. Proficiency in AutoCAD, SketchUp, or similar design software.
4. Strong understanding of building codes and construction practices in the Philippines.
5. Excellent communication, problem-solving, and time management skills.
6. Ability to work both independently and within a team environment.
7. Portfolio showcasing diverse fit-out and interior design projects.

Discussed by:

Acknowledged by:

Immediate Superior / Date

Employee / Date