

## DESIGNER JOB DESCRIPTION

### Job Summary:

This position entails transforming interior spaces within existing structures into functional and visually captivating environments that meet client requirements. The ideal candidate will possess a keen aesthetic sense, exceptional technical proficiency, and the ability to oversee projects from inception to fruition.

### Responsibilities:

Client Consultation: Conduct thorough needs assessments, comprehending client objectives, budget constraints, and project scope.

Space Planning: Develop innovative and practical spatial layouts, adhering to building codes, accessibility standards, and ergonomic principles.

Design Development: Formulate detailed design plans, encompassing floor plans, elevations, mood boards, and, when necessary, 3D renderings.

Material & Finish Selection: Source and recommend appropriate materials, finishes, furnishings, fixtures, and lighting, ensuring alignment with design concepts, longevity, and budgetary considerations.

Project Documentation: Generate technical drawings, schedules, and specifications essential for construction and procurement processes.

Contractor & Vendor Coordination: Collaborate with contractors, suppliers, and other stakeholders to ensure seamless project implementation.

Site Supervision: Conduct site inspections to oversee progress, address issues, and ensure adherence to design specifications.

### Qualifications:

- Bachelor's degree in Interior Design, Architecture, or a related field.
- Minimum of 5 years of experience specializing in fit-out projects within commercial or residential sectors.
- Proficiency in AutoCAD, SketchUp, or similar design software.
- Thorough understanding of building codes and construction practices in the Philippines.
- Excellent communication, problem-solving, and time management abilities.
- Capability to work independently and as part of a team.
- Portfolio showcasing a diverse range of fit-out and interior design projects.

### **Key Performance Indicators (KPIs):**

Client Satisfaction: Target satisfaction rate of 90%, assessed through client surveys and feedback.

Turnaround Time (TAT) of Requests: Ensure 100% of requests are delivered within agreed service level agreements (SLAs).

Project Completion on Time: Aim for 100% of projects to be completed within agreed timelines.

Project Completion within Budget: Strive for 100% of projects to be completed within established budgets.

Positive Design Reviews: Track the number or percentage of projects receiving positive design critiques or awards.

Repeat Business & Referrals: Measure the percentage of revenue generated from repeat clients or referrals, indicating client loyalty and satisfaction.