



Seeking Senior Interior Designer

BYU Design, an award winning firm specializing in multi-unit residential located in Vancouver BC, is seeking a qualified registered interior designer to join our dynamic team as Senior Interior Designer. The ideal candidate will be a person who can manage and lead projects, who can work independently and creatively, and who is a perfectionist in contract documentation and administration. Their key strengths include communication, time management, team motivation and leadership, and have excellent knowledge of the Building Code and how it relates to the interior designers scope of services. They can take a design brief, and 'run with it!'

Key responsibilities include:

- Professionally and knowledgably communicate with clients.
- Management of projects throughout programming to contract administration phases.
- Providing mentorship and direction to junior and support staff.
- Preparing drawings, documentation, and specification information.
- Reviewing contract documents prepared by team members.
- Managing contract administration including addendums, site instructions, change orders, and the like.
- Attend consultant and site meetings.
- Leading the design team throughout the process of a project.

Mandatory qualifications:

- Minimum 7 years full time experience in an interior design position (note: multi-unit residential experience is considered an asset but not a requirement).
- Degree or diploma from an interior design program.
- Current NCIDQ certificate holder.
- Completely proficient in AutoCAD, MS Word, Excel, Publisher, and Outlook, and very familiar with Adobe Acrobat.
- LEED AP is considered an asset but not a requirement.
- You must love dogs – we have 2 resident pups in the office.

If you feel you are the right candidate, please submit a cover letter and resume plus references in PDF format, attention Cheryl Broadhead, Principal at cheryl@byudesign.com . No other format of document will be reviewed. Do not submit portfolios at this time. Only those who meet our qualifications will be contacted. NOTE THAT THE DEADLINE TO SUBMIT IS JULY 21, 2017 AT 9AM.