



Job Title: Interiors Co-ordinator

Department: Interiors

Reporting to: Operations Director

Summary of the role:

A varied and rewarding role, working with our clients, architects and construction department, managing the interior aspects of a selection of Moon's prestigious projects. You will be managing clients and guiding them through their choices of kitchens, bathrooms, fitted furniture etc. The role requires great skill to balance creativity; project budgets; timescales and client expectations.

The individual

A confident individual with previous experience in kitchen, bathroom and furniture design. Coming from an interiors background or interior architecture, you will have excellent customer service skills and build confidence of your clients, guiding them through their project. You will have excellent organisational skills and the ability to plan ahead. You will seize opportunities to improve the business and implement new techniques and procedures where needed.

Key Responsibilities:

- Manage client meetings to determine interiors requirements and to discuss options appropriate for the budget;
- Skillfully guide the client through the interiors and client choice process;
- Produce a shortlist of options which meet the budget, clients' expectations and site constraints;
- Liaise with the design and build teams throughout the process to ensure that the choices are practical and achievable;
- Produce and present client proposals including drawings and 3D visuals where appropriate;
- Monitor costs and timescales for delivery;
- Prepare detailed drawings and instructions for issue to site;
- Liaise with the workshop over the design intention for furniture and discuss any changes that need to be made in the manufacture of furniture;
- Work with Project Managers and the workshop to meet timescales;
- Complete the project and handover – make final inspections as projects near completion; and
- Perform constant research to promote understanding of the market and product knowledge.

Skills and Experience Requirements:

- Strong technical ability, including proficiency in CAD drawing and sketching skills;
- Good spatial awareness, imagination and creativity;
- Excellent communication skills;
- Proven ability to inspire, influence and manage clients;
- Able to empathise with the client, understand and deliver against their requirements and desires for the project, working within any budgetary and construction constraints;
- Team work and management skills including costing and budgeting;
- Ability to work under own initiative;
- Proactive approach, ambition, and determination;
- Able to prioritise efficiently and effectively when under pressure;
- Possess a high degree of energy and self-motivation with the ability to meet deadlines;
- Strong organisational skills and faultless attention to detail;
- A detailed understanding of budgets; and
- Good commercial acumen.