

BURDIFILEK

BURDIFILEK is a fast paced, progressive, highly creative interior design firm based in downtown Toronto that caters to a roster of global clients. We are looking for the best of the best to join our award-winning team. We offer the opportunity to work on exciting, high profile retail, real estate development, and hospitality projects.

POSITION: SENIOR INTERIOR DESIGNER / PROJECT MANAGER

Responsibilities

- Co-ordinate and oversee various projects from start to finish; from conception, through construction and completion
- Work in close partnership with Design Director and studio staff through various project phases
- Act as main point of contact for clients; nurture and maintain client relationships, understand clients' needs and manage expectations
- Ensure high level of professionalism is maintained through all channels of communication
- Be accountable for project timelines and budgets
- Manage different project phases, provide problem-solving solutions to site conditions without losing the integrity of the design concept
- Provide leadership and direction to other team members to achieve specific project and technical goals
- Participate in client and consultant meetings to ensure design intent is maintained and high quality design standards are delivered
- Occasional national and international travel may be required

Required Skills and Experience

- 5-8 years of progressive experience in the Interior Design field
- Possess a degree or diploma from an accredited Interior Design program or equivalent
- Superior time-management skills
- Demonstrated experience in various interior design project types, including retail, hospitality, residential and real estate development
- Exceptional communication and presentation skills with a proven ability to work with clients, consultants, senior partners, and team members
- Strong knowledge of construction methodology and design trends; ability to read and understand construction details, shop drawings, lighting plans, etc.
- Proficient in Outlook, Excel, Adobe Acrobat, with a working knowledge of MS office and AutoCAD, Sketch Up, and Photoshop.

If you meet all of these requirements and are interested to join our team, please send your resume to yourfutureis@burdiflek.com.