

BURDIFILEK

POSITION: PROJECT COORDINATOR, Retail, Hospitality, Residential and Real Estate Development.

BURDIFILEK is a fast paced, progressive, highly creative commercial interior design firm based in downtown Toronto that caters to a roster of global clients. We are actively looking for an energetic, articulate individual to fulfill this position. We offer the opportunity to work on exciting, high-profile retail, real estate development, private residential and hospitality projects.

This is a challenging, multi-faceted position that requires a creative, well-organized, motivated individual who has the ability to respond and adapt to an ever-changing environment. Successful candidates must possess a strong design vocabulary, and a proven track record of bringing interior design projects from concept to completion.

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
- Report to Senior Leadership
- 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

- 2-5 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.
- Must be proficient in Outlook, Excel, Adobe Acrobat, with a working knowledge of MS office and AutoCAD, Sketch Up, and Photoshop.
- Must be based in Toronto.

Please submit your cover letter, resume and portfolio by e-mail at yourfutureis@burdifilek.com with "Project Coordinator" in the subject line. No phone calls Please.

We appreciate your interest in this position, but only qualified candidates will be contacted.