

RICHSTONE

EXCLUSIVE PROPERTY

118 PRIORY LANE, SW15 5JL | www.richstone.co.uk

Richstone Properties is a multi-Award-winning private developer, owner and operator of bespoke high-end Residential properties with interests in the UK, primarily in SW London, and internationally in France and Mauritius.

The team at Richstone is professional, passionate about property, are great team-workers and take personal accountability for their contribution to the success of the business. The culture is entrepreneurial, open and direct, energetic, and where everyone pulls together to achieve great results.

We are seeking an;

INTERIOR DESIGN PROJECT COORDINATOR

You will ideally have a degree (or equivalent) with a focus on interior architecture and have around 5 years' experience of sourcing FF&E and managing interior design delivery projects.

You will have a sophisticated understanding of English, French and Belgian design styles, as well as Art and Antiques and including Contemporary pieces and be able to assist with the design, coordination and specification of large scale, high end resi projects and be able to run your own discrete smaller scale projects.

Key Skills:

- Interpret and follow a design brief for multiple rooms/locations.
- Create project plans, track, amend and monitor progress, working to tight deadlines.
- Organised, efficient, high attention to detail.
- Excellent presentation and communications.
- Strong conceptual and visualisation – hand sketching, mood boards.
- Software – AutoCAD and ideally SketchUp, 3D programs, Photoshop, InDesign..
- Commercial appreciation of value-add products and materials and ability to source direct rather than rely on suppliers.
- Knowledge of all RIBA Work Stages a plus, but not essential.

You will work within the design team between Architects and FF&E.

Ready and willing to take up the challenges and rewards of contributing to the growth of Richstone, you will be able to work across teams and be confident and accountable for delivering quality work.

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London
Evening
Standard
BEST BUY
AWARDS 2017
WINNER

London
Evening
Standard
BEST BUY
AWARDS 2016
WINNER

THE SUNDAY TIMES
BHA
WINNER

WhatHouse?
AWARDS
2014



Please send your current CV/Portfolio and salary details to **Tony Edkins FCIPD** at HR@richstoneproperties.co.uk