



ROSANNA BOSSOM

TECHNICALLY STRONG MID-WEIGHT DESIGNER



Rosanna Bossom is looking to hire an experienced mid-weight designer, with at least 4 year's experience, to join the team and take on the running of commercial and residential projects from start to completion.

ABOUT THE ROLE

- Full time role based in our friendly office (W10 6BL). Monday – Friday 9am – 5.30pm (4.30pm finish on Fridays).
- Attending weekly on-site meetings with contractors / architects / clients.
- Project management of multiple live projects at various stages.
- Experience running an installation and producing an Operations and Maintenance Manual on project completion.
- Producing all schedules required for smooth running of projects e.g. Sanitaryware, Decoration, Lighting, Upholstery, Ironmongery, Hard Finishes, Window Treatments, Bulb, Schedule of Works etc.
- Lighting, Electrical and Furniture plans.
- Invoicing clients and managing payments.

ROSANNA BOSSOM LIMITED

UNIT 64 PALL MALL DEPOSIT, 124-128 BARLBY ROAD, LONDON, W10 6BL
info@rosannabossom.co.uk
0203 488 9744



- Project procurement.
- Ability to keep to a budget as indicated by the client.
- Supplier coordination to ensure bespoke items are made as requested and delivered on time.
- Ability to use AutoCAD to produce furniture plans, elevations, joinery drawings, bathroom layouts etc.
- Assisting director, Rosanna Bossom, with scheming (often done with clients).
- Putting together moodboards and keeping them updated throughout the project.
- Weekly meetings to report directly to Rosanna Bossom.
- Salary depending on experience .

REQUIRED SKILLS

- 4 / 5 years experience.
- Extremely confident using AutoCad and Estimac.
- Very strong organisational skills.
- Experience managing Junior designers and delegating tasks.
- On site experience – working directly with contractors and architects.
- Experience creating and issuing schedules.
- Photoshop and Sketchup (not necessary but preferred).
- Project procurement.
- Experience running multiple projects and reporting to Director during weekly meetings.

Please email your CV and Portfolio to info@rosannabossom.co.uk

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