

Senior Interior Designers:

Primary Responsibilities:

- Undertaking the requirements of the projects and the client with Budget.
- Making conceptual PPT presentation with downloads from internet.
- Keeping track of all the Drawing & correspondence.
- Minutes of all project meeting & documentation required.
- Visit to sites as and when required with the project heads.
- Monitoring the site photographs during progress of work on site and keeping them systematically organized.
- Coordination with clients & Project Heads/Associates.
- Manage the entire Studio Drawing distribution and Logistics visa vis Site and Client commitments
- Checking the completed drawings of all the team for the projects assigned.

Required Skills:

- Idea of the current trends in Design.
- Technical Designs on site.
- AutoCAD drawing in detail.
- Speed in Drawings and Decisions
- Presentation preparation.
- Communication with clients, vendors and office team.
- Knowledge of all the material in the market.
- BOQ's and Quantity specification.

Job Description:

- Daily coordination with the office design team, contractors, vendors, project heads and Client.
- Mailing, WhatsApp communication and keeping Track of drawing.
- Keeping track of all data and Drawing files systematically in well-organized folders.
- Preparing reports on daily & weekly basis.
- Reports & consulting Chief Architect for Daily POA & Challenges.

Educational Qualification:

- Graduate or Diploma
- Professional: Min 3 yrs course from a reputed design Institute.

Work Experience:

- Minimum 4 to 5 years.

Be a part of Our Team, contact us with your updated Resume & Portfolio at career@milindpai.com