

Interior Design Technologist - overview

About the Role

This is a full-time role for an Interior Design Technologist located in Edmonton, AB. As an integral part of our firm, you will contribute your technical expertise and creative insights to deliver exceptional results for our clients.

About You

You will be responsible for assisting with the creation and implementation of design solutions for interior projects. You'll be an integral member of the team ensuring that the design is translated into detailed construction documents and seeing the project through to completion.

- Strong attention to detail and ability to translate design concepts into technical drawings.
- Excellent problem-solving and communication skills
- Ability to work collaboratively in a team environment.
- Excellent knowledge of the building code
- Strong AutoCAD, Revit & Sketchup skills. Enscape (or similar rendering software) an asset
- A minimum of 4 years' experience in workplace, medical, dental, industrial, and/or retail projects with team experience on projects of all sizes.
- A minimum of a 2-year diploma in Interior Design Technology or Architectural Technology.

About Us

For nearly 40 years, Wolski Design Group has been a leader in commercial interiors in Edmonton, led by a team of Licensed Interior Designers who bring expertise, creativity, and practicality to every project. Our mission goes beyond aesthetics; we're dedicated to understanding our clients' needs, goals, and the experiences of the end-users.

At Wolski Design, collaboration is key; we offer personalized, hands-on service throughout the design process. Understanding that great space transcends aesthetics, we focus on clients' needs, goals, and end-users experience. Our expertise blends creativity with practicality to deliver visually stunning spaces that function seamlessly. Through a client-centric approach, we create inspiring and engaging spaces. Committed to exceptional service and remarkable solutions, we bring our clients vision to life.

Wolski Design offers a comprehensive compensation package including health and wellness benefits and RRSP program.

Resumes may be submitted via email to Michele Roach micheler@wolskidesign.com
No phone calls or agencies please.

We thank all applicants in advance. Only candidates qualifying for this position will be contacted.

Interior Design Technologist - the details

Job Summary

The Interior Design Technologist (IDT) plays a crucial role in the development and execution of a project.

You will be responsible for assisting with the creation and implementation of design solutions for interior projects. You'll be an integral member of the team ensuring that the design is translated into detailed construction documents, and seeing the project through to completion.

The **IDT** showcases dedication, enthusiasm, and unwavering commitment to their work, coupled with a high degree of creativity. Their approach to design is marked by innovation and serves as a source of inspiration for others. The **IDT** consistently presents a positive attitude, is a natural problem solver and works hard to be a role model for our team. They mentor junior staff, sharing insights and learning.

The **IDT** acts in a supporting role to principals and senior designers in performing professional services at every stage of the design process. They are accountable for project delivery within their scope ensuring high quality output, while respecting time allocations, project timelines and managing project budgets effectively.

The **IDT** shall have the ability to manage and be accountable for multiple projects, of appropriate scale in both a collaborative and independent manner. They maintain excellent oral and written communication with clients, consultants, contractors, and authorities of jurisdiction. They Incorporate a positive attitude, leveraging their knowledge and expertise to provide a positive experience for our clients, vendors, consultants and Wolski team.

The **IDT** contributes to a culture that promotes Wolski brand, reflecting its values, ethics, professionalism, integrity, accountability, responsibility, trust and respect for all

Experience, Qualifications & Professional Associations

- A minimum of 4 years' experience in workplace, medical, dental, industrial, and/or retail projects is advantageous with team experience on projects of all sizes.
- A minimum of a 2-year diploma in Interior Design Technology or Architectural Technology.
- Strong AutoCAD, Revit & Sketchup skills. Enscape (or similar rendering software) an asset
- Experience with Adobe Suite (Photoshop, InDesign), Microsoft office, Canva
- Project management program (time & billing) experience is an asset.
- Professional membership/professional development
- third party designations i.e. LEED, WELL, an asset

Skills & Accountabilities

Personal Skills

- Highly motivated and energetic self-starter, the ability to initiate tasks and perform duties with little supervision
- Experience at working both independently and in a team-orientated, environment
- Ability to shift priorities and timelines through analytical and problem-solving capabilities. Respond and react to our fast-paced industry, and its demands with exceptional skills for follow through.
- Meticulous attention to detail
- Excellent organizational and time management skills
- Strong work ethic and a commitment to the highest professional standards
- Willingness and desire to hear and respond to constructive feedback

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Professionalism

- Communicate effectively and professionally with clients, general contractors, suppliers and consultants as well as within the company
- Strong active listening skills, sensitive to client's needs, confidentiality, budgets, timelines, values
- Maintain the highest level of confidentiality, handling sensitive information concerning the company, staff, and our clients.
- Grow and represent Wolski's interests with clients, leasing agents, property managers, consultants, general contractors and suppliers
- Through the development of client/contractor relationships and networking, bring new projects into the company
- Provide great client service

Technical skills

- Excellent working knowledge of National Building Code – Alberta Edition and ability to do a code review
- Excellent working knowledge of drawing production platforms – Revit, AutoCAD, Sketchup
- Continuously strive to improve design and technical standards

Project Management Skills

- Work with project lead and client to review scope of work, time allotments, timelines, deliverables and project plan
- Alert project lead or principals of client issues, changes to scope, changes to schedule, internal conflicts
- Time management of self and junior designers. Reviews project hours regularly with project lead/ principals to ensure project budget is on track, taking corrective measure in scope, timing as needed
- Regularly communicates status with project lead/ principals
- Demonstrated success in bringing projects to completion on time and on budget
- Ensures all project files are created, filed as per company standards

Leadership & Mentoring

- Strong interpersonal and leadership skills
- Coach junior staff in professional growth, to take positive action and accountability for their work
- Incorporate knowledge and experience to assist our junior staff with projects, technical and design skills
- Take responsibility for and check own work as well junior staff work

Major Responsibilities

Research & Information Gathering:

- Meet with the project lead to establish scope of work, tasks, expectations, timelines, budgeted time allocation and deliverables.

Preliminary Design and Space Planning

- Prepare preliminary code analysis for small and medium projects and assist project lead on large projects
- Site conditions - site verify, site measure, measure to BOMA standards and record site conditions (responsible for, or lead depending on project size)
- Draft as-builts and base building plans on cad / Revit and/or supervise junior staff in production of as-builts
- Prepare space plans efficiently (draft/hand sketch) and to a presentation quality, with project lead review
- Assist with construction and furniture budgets

Concept & Design Development

- Brainstorm with project lead to develop ideas for overall concept. For small projects, develop overall concept for project lead review, Research products and materials including for budget
- Prepare design concepts - plans, sketches, 3D renderings (white box and fully rendered)
- Prepare design packages for presentation
- Assists with the presentation of the design concept to the client
- Assist with budgets for construction and furniture
- Coordinate with all consultants, providing drawings and information when required

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Working Drawings & Documentation

- Efficiently prepare a quality set of working drawings and documentation
- Review all drawings including work of junior staff
- Coordinate site conditions with drawings to ensure accuracy
- Prepare or assist in the final code analysis
- Research materials, products, fixtures and technical information required for working drawings
- Coordinates with all consultants, providing drawings and information when required
- Lead or assist with review meeting to gather and confirm information required for working drawings and for drawing sign off
- Prepare or assist with the editing/preparation of specifications and bid documents

Development and Building Permit Applications

- Prepare or assist with the preparation of documentation required for permits
- Ability to apply for building permit
- Assist or respond to the authorities of jurisdiction for more information if required

Tender & Contract Administration

- Assists or manages the tendering process, not limited to the bid invite, contractor walk through, addenda and clarification documentation, tender close, bid analysis, award, and notices
- Assists or manages cost savings or issues that may arise
- Assists or manages the construction phase by acting/ assisting the project lead with the liaison with the general contractor, client, owner and consultants project designer with contract administration
- Responsible for contract administration with medium level of supervision
- Prepare contract administration documentation as needed

- Attend site meetings, and conduct inspections,
- Prepare as record drawings, review operations and maintenance manuals.

Furniture

- Inventories furniture and equipment; prepare inventory lists and provide recommendations
- Manage or assist project lead to source furniture
- Visit showrooms with clients, assist the project lead, or conduct the showroom visits on behalf of the company with clients
- Prepare, manage or assist with the furniture tender documentation, tender call and analysis
- Manage or assist with furniture selections including materials and finishes, furniture order, furniture move
- Attend inspections and prepare deficiency report

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.