

# DIRECTOR OF PROJECTS

We are seeking an accomplished, efficient and dedicated designer in the role of Director of Projects. You will manage our design team and their workflow, overseeing multiple projects from concept to completion. You will be responsible for leading operations and programming design projects, with strong management skills, ensuring that the deliverables are met.

You will be working closely with our Co-Founders & Creative Directors, reporting directly to them and playing an integral part in business development and strategy. A minimum of 5+ years of experience in a luxury interior design studio at a senior level is required, demonstrating proven ability in managing and supervising a design team, overseeing operations and programming, and contributing to strategic decision-making. You are self-motivated with exceptional organisational and communication skills and attention to detail.

With a proven appreciation for our design aesthetic and house style and you must be confident reviewing and signing off technical drawings and details. Please note that the majority of this role will be focused on project, client, and team management, as well as managing all new business.

We will consider both full-time and part-time applicants, but a minimum of a 4-day week is preferred.

## Responsibilities:

- Leading the design team on multiple projects from concept to completion and managing the team workflow.
- Working closely with senior designers and project leads to ensure that all administrative aspects of the projects are successfully addressed and managed (including timelines, budgets, client communication, etc.)
- Working closely with the Finance Manager regarding client and supplier invoicing, financial forecasting, reviewing team workflow and time allocations, etc.
- Working closely with the Office Manager regarding studio initiatives, diary requirements, etc.
- Planning the project programs, ensuring projects are delivered efficiently, on time, within budget and in accordance with the client brief and our design philosophy.
- Liaison between the Creative Directors and the design team to articulate the studio cultural values.
- Managing and developing client relationships as well as growing our client base through creative strategic contribution to pitching and preparation of fee proposals.
- Leading project initiation and onboarding the client and internal/ external design/construction team.
- Supervisory role to the design team, including undertaking employee reviews and performance evaluations.
- Proficient in Adobe suite (Photoshop and InDesign), Microsoft Office (Word and Excel), AutoCAD and EstiMac. Familiarity with Monday.com is a plus.

Position: Full-time, Monday - Friday, working hours between 8.30/9am to 5.00/5.30pm.

Location: London, SW18

Salary: Competitive, depending on level of experience

Please can you send your CV, pofolio and a cover letter explaining why you believe that you would be a good fit for the role to [hr@salvesengraham.com](mailto:hr@salvesengraham.com). Please include your preference for Full/Part-time option.