

## **Junior Facilities Space Planner/Interior Designer**

Full service Commercial Real Estate firm looking for an in-house Junior Facilities Space Planner/Interior Designer. Exciting opportunity available for a talented professional who wants to learn and grow in their career.

### **Job Responsibilities:**

- Space planning and drafting of basic construction sets in AutoCAD
- Preparing and revising CAD drawings for landlord, tenant, and brokers
- Collaborate with commercial construction & leasing teams across international portfolio
- On-site verification measurements for as-builts
- Interfacing with client; gathering accurate programming information for space plans.
- Execute basic construction documents, including: Reflective Ceiling Plan, Construction Plan, Finishes and Fixture Schedule, etc.
- Assist with specifications (Finishes, furniture, etc.)
- Organize current drawings and execute standards, practices, and procedures
- Works closely with others to plan space layout, to include furniture, equipment, telecommunications or other pertinent needs.
- Assist and collaborate with Senior Designers

### **Skills:**

- Highly proficient in AutoCAD
- Education in either architecture / interior design/ environmental design
- Familiarity with basic space planning principles
- Adept at self-educating and problem-solving to complete new tasks
- Basic knowledge in producing construction documents
- Excellent organizational and communication skills
- Demonstrated ability to multitask and manage several projects at one time
- Basic knowledge of the architectural design process
- Strong work ethic
- Positive attitude and willingness to learn

### **The following would be an asset:**

- Photoshop, Illustrator, InDesign
- Familiar with BOMA
- Knowledge of local vendors

### **Experience:**

- 1-2 years Space Planning/Design a plus

### **Education:**

- Bachelor's degree in Arts and/or Design or related field; OR, Four years of facilities space management or directly related experience

**Job Type:** Full Time