

**Job Information**

Employer Name: Walker Lawson Interior Design Inc.

AAA Member :  Yes  No

Job Title: Senior Interior Designer

Job Type (F/T or P/T): F/T

Location(s): Calgary, Alberta

Expected Start Date: April/May 2011

Website Address: www.walkerlawson.com

**Job Description**

You have always been passionate about design excellence and have the skills to connect with clients and motivate internal teams. You've proven that you can manage your time and projects and are a great team player!

We are growing and want you to grow with us! Are you looking for a design studio that feels more like a family than a corporation, and expects passion and commitment from each other to produce excellent results?

Walker Lawson Interior Design Inc. is a licensed interior design firm that has built our reputation on our passion for innovative and responsive design as well as our commitment to listen, understand and strive for creative excellence in all we do. We are detail driven and the results can be seen in our construction documents and built projects. We are passionate about our work and our client service, and are looking for an individual that complements our highly collaborative and creative team and wants to work in a studio that is inspiring and supportive. Great communication and organizational skills are key.

We are looking for a motivated, passionate, full time senior interior designer to join our team in Calgary.

Must love dogs!

## Qualifications & Skill Sets

The candidate will have 8-10 years' experience in an interior design or architectural office, and at a minimum, hold a Bachelor's Degree in Interior Design. NCIDQ and LEED accreditation are assets. LID or Intern LID status with the Alberta Association of Architects is an asset.

This role will include involvement in all aspects of the design and interior construction process, working with a team of committed professionals. As a key member of a smaller firm, you have the skills to connect with our clients and manage yours and others' time on projects. You may be involved in all project phases and can grow your career to suit your passion and commitment. We expect proficiency in Autocad, Adobe Creative Suite, Sketchup, Powerpoint and MS Office, along with the ability to freehand sketch in order to visually communicate with each other and our clients.

### COMMUNICATION AND MANAGEMENT SKILLS

Pro-active communication with our client base and internal teams for efficient project delivery is key.

### PROGRAMMING

Design programming

### SCHEMATIC DESIGN AND SPACE PLANNING

Develop block and stacking plans and detailed space plans

### DESIGN DEVELOPMENT

Research ,Select and specify interior finishes, Develop design details, lighting, and specialty millwork

Produce minutes of client meetings and distribute

### CONSTRUCTION DRAWINGS

Produce CADD drawings for bid and construction purposes , Engineering coordination

Provide information for detailed specifications, Prepare Addenda as required

### CONTRACT ADMINISTRATION

Schedule and attend site meetings/reviews, Prepare Proposed Change Notices, Change Notices and Construction Communications, Prepare Certificate for Payments and issue, Verify and approve engineers invoices

Conduct final site reviews and prepare deficiency list for follow up



## Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

Only qualified applicants should forward their resume and a cover letter to Jane Lawson, Principal, at [janel@walkerlawson.com](mailto:janel@walkerlawson.com). Only shortlisted candidates will be interviewed.

Walker Lawson Interior Design Inc.  
Suite 203, 735 12th Avenue SW  
Ph: 403-232-6022, Ext. 223  
Em: [janel@walkerlawson.com](mailto:janel@walkerlawson.com)  
[www.walkerlawson.com](http://www.walkerlawson.com)