



CHRISTIAN BENSE

+44 204 5377 791 | 8a CHELSEA WHARF | 15 LOTS ROAD | SW10 0QJ | STUDIO@CHRISTIANBENSE.COM

Christian Bense Limited is a company registered in England & Wales. Company number 12452329

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THE ROLE:

Mid-Weight Interior Designer

RESPONSIBILITIES:

INITIAL: *These tasks are to help create an alignment in style and brand identity.*

- Put together sample packs for current and past projects.
- Organizing and filing of hard samples and fabrics, helping to create a logical and brand conscious sample library.
- Update and maintain the Pinterest pages for both *Christian Bense Limited* and *The Basic Principle*.
- Create and grow a digital supplier list for bespoke and retail products which can easily be accessed during the design phase.

ON GOING: *These tasks are the general day-to-day tasks expected.*

- Designing and managing projects from design to completion under the guidance of Christian Bense and the Senior Designers.
- Putting together client presentations including fabric packs, schedules, booklet and pricing.
- Completing CAD drawings as necessary.
- Managing the procurement phase of a project once designs have been finalised. Maintaining records of expenditure, accounting, costing and billing.
- Attending off-site and on-site meetings during the contract, liaising with and managing any sub-contractors involved in the project.
- Writing minutes for all meetings attended.
- Representing the interest of the client on site for Christian Bense.
- Drawing up building schedules (from sanitaryware to decorating specs).
- Ensuring that quality standards are met at every stage.
- Writing weekly site meeting notes on each project to be issued to CB and relevant clients.
- Organising and liaising the delivery of FF&E items.
- Overseeing and managing the installation of FF&E on site.
- Checking FF&E items on arrival to site.
- Overseeing photo-shoots once a project is complete.

A typical project will run as outlined below with you managing a project or two at a time, however your position will also involve carrying out drawings, presentations etc to assist other projects which you may well not be 'running'.

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Prior to Client Presentation:

Christian Bense will carry out initial client meetings and design sessions, you will be required to assist with this in all manners (you may be present at these initial meetings depending on the project):

- Drawing up of layouts and elevations. This could be required by hand, CAD or as perspective drawings.
- Gathering of hard samples, images, fabrics in order to put together a client presentation. This could be in several different formats from presentation boards to power point presentations but is, as with everything else we show the client, a reflection on Christian Bense and has to be absolutely perfect, presented beautifully!
- Liaising with all sub-contractors, negotiating our contract and gaining accurate quotes for the client, this will then lead on to managing the sub-contractor ensuring that they complete their work to the highest standard.
- Compiling a spreadsheet to create the customer quotation - this needs to be 100% correct and it is your responsibility that it is. This is an official quotation for the client, if the figures are wrong it will impact on the margins that Christian Bense Limited makes and causes major accounting problems!

Following the presentation:

You would be responsible for the following:

- Updating presentation and client quote until correct.
- Placing all orders. This should be done with the utmost care and thought. The size, finish, colour, lead times, prices etc should all be double checked before and orders are sent.
- Management of orders/installation/deliveries. To manage the delivery schedule of all items, chasing orders, arranging delivery and installation.
- Project Co-ordination. Most projects have an element of project co-ordination. This will involve you producing drawings, liaising with contractors and sub-contractors, site visits, controlling finish and workmanship on site. If it is your project, you will be responsible for the control of the site and project, managing timelines, builders etc.
- Schedules/finishes. Where required you will be responsible for drawing up schedules of finishes, sanitary ware schedules, decorating schedules, ironmongery schedules etc.
- Detailed drawings may also be required to outline to the contractor build detail of designs – tile layouts, joinery details etc.

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Financial:

It will be your responsibility to control the financial aspects of the projects you are managing. This will involve invoicing the client, management of the cash flow for a particular project, keeping Christian Bense up to date as well as the client aware of the financial state of their project.

Throughout projects you are running or projects you are helping with there will be various other responsibilities which could involve any of the below:

- Attending client and site meetings.
- Recording and distributing meeting minutes.
- Meeting/overseeing tradesmen on site.
- Arranging supplier meetings at site/office.
- Researching & sourcing fabrics, accessories, handles, architectural pieces e.g. corbels & fenders and other internal & external project related items.

QUALIFICATIONS & SKILLS:

- A college/university qualification in design.
- 3 years+ work experience in the design industry at another reputable firm.
- A clear and identifiable passion for the design industry.
- An excellent knowledge of suppliers, especially those based at the Chelsea Harbour.
- An excellent knowledge of PowerPoint, Excel and Word is expected.
- An excellent knowledge of AutoCAD and EstiPC is expected.
- Fluent in English and strong communication skills.
- Driver's license expected.
- Hardworking, confident and honest.

As the studio grows, there will be a certain level of flexibility expected. As project numbers increase, roles and responsibilities may alter, and you may be expected to perform any other duties within your capabilities in order to meet the business needs.

SALARY:

£38,000 per year, based on a 5-day week. This is subject to deductions for tax and NICS. This will be paid monthly on or about the 30th of each month. All salaries will be reviewed on an annual basis in December and are subject to performance reviews.

Bonuses will be given at the same time at the discretion of the director. Incentives will be awarded to staff members who introduce new clients to the business who then go on to employ *Christian Bense Limited* to undertake a complete project.

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START DATE:

Your employment will commence on the 15th January 2025, with a 6 month probation period.

PLACE OF WORK:

ADDRESS: 8a Chelsea Wharf, 15 Lots Road, London, SW10 0QJ

Unless otherwise agreed in writing, 4 out of 5 days will be spent in the studio, but this is project dependent.

Office Hours are 09:30 to 18:00.

Flexible hours are granted during the summer months, from June until September only.

HOW TO APPLY:

Please submit your application in a PDF format, including your CV, a cover letter detailing your interest in working with Christian Bense and your suitability for the role, as well as a portfolio showcasing examples of technical drawing packs you have completed in AutoCAD (or similar software). Send your application to studio@christianbense.com, with the job title "Mid-Weight Interior Designer Position" in the subject line.

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