



Senior Interior Designer

Permanent, Full Time

Who We Are - The Studio:

2025 marks the 25th anniversary of our Interior Design studio - a milestone that reflects our enduring creativity, excellence, and commitment to top-end residential and commercial projects. With a small, close-knit team of passionate designers, we combine diverse talents to create exceptional spaces that have secured our long-standing position on the prestigious House & Garden Top 100 list.

Based in Holland Park, our thriving, fast-paced studio offers a unique opportunity to gain hands-on experience across all aspects of interior design while contributing to our legacy of design excellence and creativity.

For more information visit www.suzyhoodless.com or our Instagram profile @suzyhoodless

What You'll Be Doing - The Role:

As Senior Interior Designer, you will oversee the design of projects and manage the design team, reporting directly to Suzy Hoodless. The role involves receiving and executing creative direction while providing design input and contributing to Hard Finishes and FF&E concepts, schemes, and solutions. You will also maintain accurate records, proactively follow up, and communicate effectively with all stakeholders to ensure the smooth progression of projects.

Primary Responsibilities Will Include:

- Work closely with the Finance Manager on fee proposals, ensuring accurate forecasting of the team's hours to support project planning and budgeting.
- Translate project briefs from clients and creative direction from Suzy Hoodless.
- Oversee project planning and supply information to support creation of timelines, schedules of works, and budgets.
- Manage and monitor the design team, allocating resources, ensuring efficient workflow, and maintaining high-quality standards.
- Liaise with clients, architects, contractors, colleagues, and consultants as required.
- Lead the development and research of mood boards and presentations, including concept designs, layouts, finishes, bathroom and kitchen plans, electrical, joinery, FF&E, and sourcing art, antiques, and decorative items.
- Develop concept design and specifications for the Hard Finishes schedules.
- Drive the FF&E phase, developing and monitoring budgets and working with artisan manufacturers where bespoke pieces of joinery and furniture have been specified.

- Lead the sourcing of all FF&E, gather vendor quotes, and create items in Studio Designer, preparing proposals and reviewing and signing off vendor invoices.
- Lead the procurement process alongside the Finance Manager and design team.
- Arranging shipments, collections and deliveries of goods.
- Cultivate relationships with suppliers and vendors.
- Oversee site visits, installs and snagging of projects, ensuring smooth execution and adherence to design specifications.
- Cultivate a supportive and collaborative workplace while guiding and mentoring junior team members.
- Participation in the design and development of proprietary brand products.
- Contribute to development of PR content, including Instagram.

What We're Looking For - The Qualifications:

We are looking for a team player who can lead projects while remaining calm under pressure. You'll need to be able to work both independently and as part of a team, show versatility, be innovative and have a meticulous approach. We are looking for a designer who can hit the ground running and ideally wishes to find a long-term position in our studio and grow along with us.

- A minimum of 5 years' experience in a similar role.
- Excellent organisational and communication skills and a keen attention to detail.
- Experience within the high-end residential and commercial interior design sectors.
- Ability to multitask effectively in a fast-paced environment, and a positive, enthusiastic, adaptable, and collaborative team-oriented attitude.
- Strong literacy and numeracy skills.
- A strong technical drawing foundation with high proficiency in Vectorworks, InDesign and Photoshop. SketchUp is advantageous.
- Experience in interior design procurement software such as Studio Designer or EstiMac.
- Proven experience in FF&E sourcing.
- Proficient on Mac.

Employment terms:

- Permanent, full-time position based in our studio in Holland Park
- Working hours: 8:30 – 17:30 or 9:00 – 18:00
Additional hours required when necessary to meet deadlines. You may occasionally be required to travel within London and the UK, as well as abroad which can involve long days as well as overnight stays.
- Competitive annual salary, dependent on experience
- Holidays: 20 days per year plus national holidays, a birthday holiday and generous additional holiday during office closure at Christmas and New Year

To apply, please send your CV, a short portfolio of recent work and a letter explaining your interest in the role, with a salary expectation, to: studio@suzyhoodless.com