

## **Junior Designer**

Millie Turner Designs is looking for a Junior Designer to join our growing team. The role is for an immediate start, however we will be willing to wait for any notice periods to finish for the right candidate.

We require the successful candidate to be proficient in SketchUp and willing to learn Vectorworks in their own time to further their skills.

As MTD is a small studio, we are looking for someone who is willing to get stuck into anything and everything, we all share the same responsibilities there is no typical hierarchy within the studio. The role will predominantly require you to work on E-Designs and smaller Hybrid projects as well as assisting Millie with drawings, client presentations and admin around procurement for Full Service projects.

The role is for the most part working from home, with 1-2 days a week working from Balham, South London.

### **RESPONSIBILITIES:**

- Assist with developing design concepts and presentations
- Create drawing elevations and floor plans
- Looking after the administration surrounding projects, such as chasing and raising procurement invoices, keeping our project management systems up to date, keeping onto of shared inboxes.

### **ESSENTIAL SKILLS:**

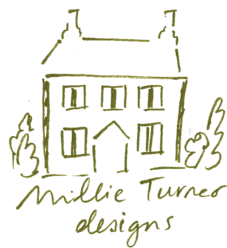
- 1 years + Experience in a small to mid size design studio
- The ability to produce 2D elevations in Sketchup
- Strong technical and creative skills in Photoshop

### **WHAT WE ARE LOOKING FOR:**

- Someone who demonstrates, a passion for design and craftsmanship
- A confident, loyal, trustworthy and charming person
- A team player with a proactive nature, and open to feedback
- Someone who exhibit's meticulous attention to detail
- A highly organised person with excellent time management skills

### **TECHNICAL SKILLS:**

- Experience with Google Slides, Sheets and Docs
- Experience in residential interior design
- Experience of SketchUp



**ADDITIONAL INFORMATION:**

- Salary dependent on experience
- 3 month probation period is required for the job to make sure that you are a good fit for us and vice versa
- Working hours are 9 am to 6 pm Monday to Friday
- 25 days annual leave
- Studio is closed over the Christmas week, no annual leave needed to be taken for this period.

***Closing date for Applications 10th May 2024.***

Please email your CV and Portfolio to [Careers@millieturnerdesigns.com](mailto:Careers@millieturnerdesigns.com) citing the job title in the subject line. Any applications going to other MTD emails may not be received or replied to.