



HOK Canada Inc. is one of the world's leading architecture, interiors, and planning firms. We are committed to creating places that enhance everyday life – learning, living, working, worshipping, healing, shopping, and relaxing. Our team of 200+ talented professionals is meeting clients' needs across the country with unsurpassed commitment and service.

SENIOR INTERIOR DESIGNER OR ARCHITECT

Working as part of a national, interdisciplinary team of interior designers and architects, your duties will include the conceptual design, space planning, project co-ordination, CAD document production, contract administration, and liaising with clients, local authorities and consultants. You will have 10+ years of progressive experience in running small projects, have strong CAD skills, experience involving the design and renovation of corporate/retail spaces with an interior design flavor, and are passionate about building and maintaining client relationships and providing exceptional customer service.

More detailed Job Description on our website, outlining specific responsibilities:

Position Title: Interior Designer or Architect (with Interiors focus)

Position Summary: Coordinates and/or undertakes the design development, production and delivery of projects, as a member of the national project design team.

Job Level: Senior

Location: Calgary / Vancouver

Key Responsibilities:

- Prepares and coordinates the development and preparation of preliminary design concepts.
- Co-ordinates and/or undertakes the development of technical/design solutions.
- Undertakes selection and research of project design materials, furnishings and equipment.
- Responsible to develop, maintain and apply understanding of building codes and construction regulations.
- Co-ordinates and prepares working drawing contract documents, sketches, plans, details and schedules, using AutoCAD or REVIT software, under direction.
- Co-ordinates and/or undertakes selection and specification of furniture systems, fixtures and equipment.
- Assist in developing various scheduled and outline specifications for materials, finishes, fixed equipment, construction time and cost.
- Assists with and/or prepares elements of project schematic/conceptual designs, under direction.
- Coordinate document requirements with Toronto project team.
- Prepares required layouts, sketches and space plans required to convey design intent.
- Prepares presentation boards and materials, under direction.
- Assist and/ or undertakes the preparation of required project documents, minutes, schedules and specifications, under direction.
- Co-ordinate document requirements with design team and corresponding plan and drawings.
- May assist with project reports and analysis documents such as field reviews, client summaries, program analysis etc.
- Attend on-site visits and reviews of construction details and space requirements; provide direction to outside contractors and vendors, under direction.
- Assist with the preparation of site related documents, such as change notices, under direction.
- May be required to prepare project contract, code or related legal documents, under direction.

- Communicated required design, project and firm information to both internal and external parties as required, including project consultants and contractors.
- Regular communication with client representatives, with minimal direction.

Qualifications:

- 10+ years of progressive experience working in Interior Design or Architecture.
- Post-secondary diploma or degree in Interior Design or Architecture
- Completion of professional registration or licensing considered a strong asset
- Experience involving the design and renovation of corporate/retail spaces
- Passionate about building and maintaining client relationships and providing exceptional customer service.
- Ability to provide support to complex projects and/or capable of designing projects of routine nature.
- Ability to make independent studies, analysis, interpretations and conclusions of designs.
- Technically proficient in substantive areas of design.
- Experience in developing own time management and organizational skills required to undertake multiple projects or facets of various projects.
- Experience liaising with external contracts to exchange information on architectural / interior design materials and methods.
- Ability to work well in a team environment or independently.
- Understand interaction and cross impact of other disciplines working with designers.
- Proficient in MS Office, including Word, Excel and Outlook software.
- Strong working knowledge of AutoCAD, ADT and Revit (asset).
- Introduction to MS Project scheduling software an asset.

To apply for this position, please visit our website at www.hok.com/careers. We wish to thank all applicants for their interest, however, only those selected for an interview will be contacted.