

**RICHARD
CULLINAN JOINERY**

Established 1978

Designer & Project Manager

We have a small friendly studio, based in Putney. We are looking for a full time, permanent Designer & Project Manager.

Day to day responsibilities will include:

- Meeting clients and communicating with them by phone and email
- Going on site visits, carrying out measured site surveys
- Visiting our workshop, and checking the progress of joinery as it is made
- Overseeing our fitting team, including setting up, reviewing progress and checking their work at completion of installation
- Creating joinery designs and drawing these in AutoCAD (or other software)
- Updating and amending drawings
- Drafting quotes and invoices
- Managing project paperwork, including tracking costs
- Liaising with interior designers, architects, the team in our workshop, suppliers and sub-contractors
- Purchasing items; some items will require collection from local suppliers, and delivery to site

Our ideal Designer will:

- Have a degree in architecture, interior design, product design or similar
- Have a positive and can-do attitude
- Be highly organised with excellent attention to detail
- Be articulate with good communication skills
- Be able to follow instructions and able to use their own initiative
- Be highly motivated and able to work unsupervised, but also able to work collaboratively as part of a team including with interiors designers, architects, and sub-contractors
- Have strong IT skills and be able to confidently use Word, Excel, Outlook and AutoCAD, SketchUp a bonus
- Have a clean driving licence

Full time role: 45 hours per week

Hours: 8:30am to 5pm

Location: Putney, London

RICHARD CULLINAN (JOINERY) LTD

Directors: K Cullinan, J Kenyon. Registered office: Begbies Chartered Accountants, 9 Bonhill Street, London EC2A 4DJ
V.A.T. Registration number: 603 1767 63. Company registration number: 1370707

Salary: £30,000 - £35,000 depending on experience

Benefits:

Company pension scheme

30 day's holiday allowance (including Bank Holidays)

To apply please send a cover letter and CV to katie@rcjoinery.co.uk