

Infinity House Group

Habit Action

Job Description Form

Creative Design Support

The Opportunity

The successful applicant for this role will be joining a young and energetic team who work hard and play hard. Following steady growth during the past few years, the company is set to achieve £20m+ turnover in 2025, consequently looking for fresh and dynamic candidates to join us on the journey.

About the Company

Our vision is to be a recognised leader in positively impacting people's lives through intelligent design. We work in both the commercial and science sectors and believe that; happy people do more. Our focus is on helping our clients to; get more from their people; by designing innovative and exciting working environments to inspire staff and clients alike.

The Package

In addition to the many benefits offered is the ability for candidates to create a tailored package to suit their specific needs including flexible start/finish times, flexible holiday entitlement and the option of a company vehicle and private medical insurance. Generous salaries are commensurate with the agreed package along with an employee business growth share scheme (GBS). Career progression opportunities are available to all employees who have the desire, motivation and ability to get ahead fast.

About our Employees

As a member of the team, we expect all our employees to embrace and work with the company's core values:

Our Values

Habit Action and everyone who works for the business embodies these values:

Family

As a family-owned business, genuine partnership is at our core.

We listen, we care, we work, and we celebrate together.

Client-first

The needs of our clients drive us.

Their challenges are our challenges, and our service guarantees the best possible experience.

Creative Solutions

Insight inspires our creativity, in design, delivery, and business.

Every challenge is matched by a creative solution.

The wow

We aim not just to deliver but to wow.

Our interiors work, creating spaces where people love to be.

Job Title	Junior Designer
Report To	Creative Director
Place of Work	Leighton Buzzard / London
Hours of Work	45 hrs (Negotiable)
Salary	TBC
Leave	20 days plus bank holidays (Negotiable)

Position Overview

As a Junior Interior Designer at Habit Action, you will support the design team in creating innovative workplace solutions. This involves creating and assisting with concept development, general arrangement plans, detailed drawings, and material selection, coordinating with suppliers ensuring designs meet client needs and project goals. The role includes supporting the creative director, collaborating with our clients, and senior designers, ensuring the design & delivery of our high-quality interior spaces.

The ideal candidate should demonstrate creativity, attention to detail, and proficiency in design software, contributing to the team's success while developing their professional skills.

Qualifications:

- Educated to degree level, BA Hons / Masters: Interior Architecture & Design, Interior Design or Architectural Design
- UK Driving Licence & own transport

Experience:

- 2 – 3 years in a similar successful role
- This could partly include internships & work experience roles

Criteria:

- Appetite to work flexibly between both our Head office & London design studio.
- Lives within a 60-minute commute of our Leighton Buzzard / London offices.
- The role will be based in London.
- Our client base is London & Regional so personal car travel is essential for this role.

Personal Qualities:

As a Junior Designer at Habit Action, empathy is key to your design process. Your focus on understanding clients' needs and aspirations, ensuring that your designs reflect their vision and resonate emotionally. By actively listening and anticipating concerns, you create functional spaces that exceed expectations. Your empathetic approach also supports strong collaboration with colleagues, fostering a positive and inclusive work environment.

Skills

• Design Communication

- Strong conceptual problem-solving skills and technical understanding.
- Ability to hand draw & communicate ideas well with enthusiasm.
- Strong graphic design skills.
- Strong presentation skills.
- Understanding of various materials, finishes, and furnishings, including their applications and sourcing.
- To be self-motivated & open to feedback & learning.
- Excellent time & task management.
- Strong team player
- Good communication skills – verbal & written
- Flexibility to get the job done.

• Design Software & Visualisation Proficiency

- Advanced proficiency in AutoCAD for 2D design work, Revit is a plus.
- Strong skills in SketchUp or Revit for modelling and rendering interior spaces.
- Experience with Adobe Creative Suite (Photoshop, Illustrator, InDesign) for presentations and design documentation.
- Competence in using 3D rendering software like Enscape, or similar to create realistic visualizations.

Key Responsibilities

- **Design Development**

- Assist in the creation of design concepts and layouts.
- Develop 2D layouts & detailed drawings and 3D models using AutoCAD, SketchUp, and other design software.
- Prepare presentation mood boards, colour schemes, and material palettes both electronic & physical where appropriate.
- Develop an understanding of Building Regulations, Town planning & Fire legislation ensuring that projects adhere to the criteria. Through on-the-job experience and training.

- **Project Support**

- Support the Creative Director with both design & workplace strategy projects with a can-do attitude and appetite to learn.
- Provide the Creative Director with administrative support with diary & calendar management to ensure they can focus on clients & wider business strategy.
- Collaborate with senior designers throughout the design and implementation process.
- Preparation, of client presentations and design proposals, both electronic & physical.
- Assist in on-site visits to ensure designs are executed as planned.

- **Material Selection & Sourcing**

- Responsible for maintaining our product & material libraries so they are tidy & up to date on both sites.
- Research and select materials, finishes, and furnishings that meet project requirements.
- Coordinate supplier meetings, and CPD learning & obtain samples and quotes for our team.
- Ensure that all materials align with the project's design and budget constraints.
- Lead the discovery of new products and sustainable innovations.

- **Documentation & Reporting**

- Prepare and maintain project documentation, including design specifications, schedules, and reports.
- Ensure all design changes are documented and communicated effectively to the team.

- **Client Interaction**

- Support in client meetings and presentations, gathering feedback to refine design concepts.
- For small-scale projects, lead design development meetings, where appropriate.
- Ensure that client & Internal team expectations are met and that the design aligns with their vision.

KPI's

Performance expectations for this role are:

Professional Development	Complete at least two professional development courses or workshops annually to enhance design skills and industry knowledge.
Design Accuracy	Ensure that 95% of design drawings and models are error-free and meet project specifications.
Adherence to Regulatory Standards	Ensure that designs comply with the relevant local regulations, and standards.
Project Deadlines	Meet 100% of project deadlines for design deliverables and client presentations.
Budget Adherence	Ensure that the design stays within the allocated budget while maintaining creative solutions that meet expectation.

Goals

The goals for this role in the first year are:

Creative Contribution	Consistently contribute fresh and innovative design ideas that align with Habit Action's brand and client needs. To explore new innovations & trends and share your findings quarterly with the team.
Process Improvement	Identify and suggest at least one improvement to the design process or tools each quarter to enhance efficiency or quality.
Relationship Building	Develop strong working relationships across our team building on your experience & knowledge to progress in the role. Develop strong working relationships with suppliers and industry professionals on a quarterly basis and share in team meetings.

This role offers the opportunity to grow within our dynamic and creative team, contributing to high-quality workplace designs while honing your skills as an interior designer.