

BERNARDON

ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

Dream. Design. Succeed.

Established locally in 1973, Bernardon is an award-winning architecture, interior design, and landscape architecture firm. The people of Bernardon have a passion for delivering high quality design in a collaborative, imaginative, innovative, and enjoyable environment. Our offices are in the heart of great downtown and urban settings – Philadelphia, PA, West Chester, PA, and Wilmington, DE.

We are currently seeking an **Interior Designer** to join the team in our Center City Philadelphia office, just blocks away from Independence Hall, PATCO, and regional rail. You will work with a dynamic group of people in our recently renovated office and will help to create places that will have an aesthetically pleasing and environmentally responsible impact on the areas where we live, work, and play. Our projects run the gamut of market sectors and are among some of the best in the region. Award-winning 520 Lofts is contributing to the revitalization of Allentown; Promenade at Upper Dublin is setting the benchmark for suburban mixed-use living; and on the boards is Festival Pier Redevelopment, a waterfront development comprised of two mixed-use structures set in a nine-acre public park that frame a pedestrian thoroughfare connecting Spring Garden Street to the Delaware River. All this, plus we offer competitive compensation, robust benefits package, and opportunities to grow. This is an opportunity not to be missed!

Responsibilities – *the stuff we trust you with*

- Working together with Designers and Project Director
- Managing, executing, and coordinating design projects
- Preparing design and construction documents
- Managing and coordinating the design process
 - Surveys and measurements
 - 2D and 3D Design and planning
 - Procurement and Installation of products
- Prepare drawings and renderings using CAD programs and/or hand sketches
- Accurate documentation of time on task
- Frequent and timely communication with project team and client, both oral and written
- Work as a team leader on small to medium size projects
- Independently and with team work to problem solve around specific design conditions or general design issues.
- Assist in the mentoring of less experienced staff

Behaviors – *the just as important stuff*

- **Proactive:** We come to our clients, managers, and meetings with well-developed solutions, not problems
- **Accountable:** We can give a satisfactory answer/reason for everything we do
- **Consistent:** Our actions are in pursuit of the common goal
- **Transparent:** We offer real and timely feedback
- **Supportive:** We provide one another assistance and encouragement and strive to make work fun



Key results – *the results we need*

1. Delivery of high-quality design and documents
2. Represent the firm and build the brand with professionalism in all activities
3. Excellent work within scope, budget, and timeline

Qualifications – *what you bring to the table and the stuff we can't do without*

- Degree in Interior Design from an accredited program
- Currently registered NCIDQ Certification or to gain within six (6) months of hire
- 3-5 years of experience is ideal
- Experience working in a collaborative team setting
- Excellent communication skills
- Broad base of experience in all aspects of design, documentation, and construction administration
- Confidence to interact at all levels, internally and externally
- Passion for design, 2D and 3D design skills
- Technically sound in programs such as AutoCAD, Sketch-up and Bluebeam Revu
- Design expertise in our areas of focus, which include:
 - Multifamily
 - Mixed Use
 - Senior Living
- Ability to survey and measure spaces and buildings, and create accurate background drawings
- Ability to assess, interpret and apply client standards
- Excellent presentation skills
- Proficiency in MS Office Suite products
- Strong working knowledge of building and life safety codes
- Capability to select and develop interior finish materials and color palettes
- Ability to understand and manage the process of purchasing and procurement, order placement, follow-up, lead time and installation

Travel – *where you might go*

- Travel will be required in the region, based on the location of active and prospective projects.

Physical requirements – *how hard can it be?*

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Contact

Bernardon is an EOE Employer. Send your letter and resume to philadelphiacareers@bernardon.com. Be sure to include anything that will help us understand why Bernardon should choose you as their newest team member where you can **Dream, Design, and Succeed.**