

<b>Job Title</b>	<b>Design Manager</b>
<b>Reporting To</b>	Director
<b>Location</b>	Head Office, Antrim
<b>Job Summary</b>	<p>Permanent/ Full-time</p> <p>Marcon are looking for a talented and driven individual to lead our Design Team. The role will entail managing our Design Team in a range of activities as we continue to provide a high standard fit-out service for our blue chip and independent clients.</p> <p>The role will involve taking instruction from and reporting to Clients, Designers on a wide range of activities and working alongside Site teams.</p>
<b>Responsibilities and Duties</b>	<ul style="list-style-type: none"><li>• Understand the clients / architects design brief, specification, and drawings.</li><li>• Organise and chair design meetings with the architect, site team and suppliers.</li><li>• Manage the design process through to the point of publication of assigned A Status drawing.</li><li>• Manage the drawing administration process and be competent with design filing protocol systems such as i.e. Conject and BIW.</li><li>• Manage and track the design process, using RFI protocols.</li><li>• Manage the technical submittal process.</li><li>• Manage the product sample submittal process.</li><li>• Be actively involved in the sampling process including the production of the samples sign off.</li><li>• Assist in the production of the O&amp;M Manuals.</li><li>• Assist with the procurement of bespoke designed materials and play an active part in the order enquiry process, solely from a design process.</li><li>• Be up to date with current fit out products and be familiar with the supply chain.</li></ul>

	<ul style="list-style-type: none"> <li>• Liaise and work closely with the Commercial Manager in understanding what financial allowances have been made for the projects and have an awareness of financial restraints when progressing with design.</li> <li>• Liaise and work closely with our Factory Manager with production query's and to drive development and improvement of our offsite manufactured product.</li> <li>• Liaise and work closely and build strong relationships with our Project Site Management teams and assist them in the project delivery.</li> <li>• Manage / oversee the production of factory / workshop drawings and schedules</li> </ul>
Skills	<p>Essential Criteria</p> <ul style="list-style-type: none"> <li>• Achieved their degree or City and Guilds certificate, applicable to CAD/ Design.</li> <li>• Be competent and experienced in AutoCAD and Fit Out design.</li> <li>• The ability to understand, solve and present solutions to engineering and CAD related challenges.</li> <li>• Understand CDM regulations, BREEAM etc and the responsibilities that this brings from a design perspective.</li> <li>• Be capable of scheduling timber and metal door sets, along with an ironmongery schedule to the architect's specification.</li> <li>• Be up to date with modern fixing techniques.</li> <li>• Be capable and competent in dealing directly with the Project Architect and Principal Contractor Design Manager.</li> <li>• Be competent in coordinating our drawings with other trade contractors' drawings and be comfortable dealing with other trade contractors direct.</li> <li>• The ability to work to tight deadlines whilst juggling several different tasks.</li> <li>• Willingness to work across various industries whilst continually</li> </ul>

	<p>developing advanced and varied SOLIDWORKS product skills.</p> <ul style="list-style-type: none"> <li>• Knowledge of engineering principles and ability to create and read technical drawings.</li> <li>• IT skills and experience using computer-aided design software such as Auto cad and Solid works.</li> <li>• Attention to detail to create accurate and detailed drawings and check other colleagues' work for accuracy and quality.</li> <li>• Communication skills and relationship building to work with clients and other engineers and architects to understand and interpret their designs.</li> <li>• Teamwork - essential to be able to work in a team</li> <li>• Organisation and time management to complete work to project deadlines.</li> <li>• A flexible approach to decision making, to make changes to drawings at short notice.</li> <li>• Mathematical skills to complete calculations and estimates.</li> <li>• Knowledge of health and safety requirements to design in line with industry standards.</li> <li>• Confidence, self-motivation, and a strong work ethic.</li> </ul>
Salary and Benefits	<ul style="list-style-type: none"> <li>• Salary Negotiable pending experience</li> <li>• Competitive Pension scheme</li> <li>• Enrolment on Private Medical insurance after completing one year of employment.</li> <li>• Additional days holidays pending length of service, up to a maximum of 5 additional days.</li> <li>• Team Building and Health and Wellbeing Activities</li> <li>• Training and development opportunities</li> </ul>
<p>If you are interested in applying for this position, please complete send your CV to <a href="mailto:humanresources@marconfitout.com">humanresources@marconfitout.com</a></p> <p><i>Marcon are an Equal Opportunities Employer.</i></p>	