

# Interior Design Coordinator

## Reporting to the Interior Design Manager

### Part of the Technical Team



#### Be a part of who we are

Mount Anvil's vision is to be Central London's most respected mixed-use residential developer. We invest substantial resources in a small number of projects where we can offer compelling value-add propositions to land vendors and create homes and communities which enhance London's status. We pride ourselves on partnerships based on integrity, and we deliver results by relentlessly striving to deliver excellence; working collaboratively, doing the right thing, and raising the bar.

#### Your role

At Mount Anvil, the Delivery Team is responsible for building Mount Anvil homes to an exceptional standard, working with the wider business to achieve an on-time, on-budget, high quality finish.

Working alongside the team, the Interior Design Coordinator will work with our clients post-reservation, providing a high-quality service whilst ensuring a high quality design and finish is achieved, according to buyer requirements and aligned to Mount Anvil's standards of work.

- Providing our clients with a VIP experience throughout the design and delivery process, maintaining a high level of communication and working to alleviate pressure points throughout the process
- Successfully completing a handover with the sales team to understand the buyer's needs, developing a positive working relationship with the buyer and setting clear expectations by establishing roles and responsibilities, ways of working, and criteria for success
- Establishing a design scope, brief and budget with the purchaser, organising interior design pitches and working with the Mount Anvil Interior Design Managers, Technical Team, Commercial Team and Delivery Team to establish a robust delivery programme, utilising their expertise to ensure a high standard of quality and customer satisfaction is achieved
- Monitoring delivery of penthouses, liaising with the purchaser, appointed interior designer, suppliers and subcontractors as appropriate, and managing performance and expectations to achieve a high quality delivery of each project brief
- Working closely with Mount Anvil Interior Design Managers to develop a comprehensive list of recommended designers, products and supplier options to present to buyers according to their unique requirements
- Working closely with the Sales and Delivery teams to successfully manage and coordinate the client change request process across Mount Anvil developments, ensuring product change proposals meet client expectations and are deliverable within budget to the highest quality
- Assisting and supporting Technical Teams throughout the delivery process to ensure Mount Anvil products are delivered to the highest standard post-planning
- Raising the bar. Proactively looking to create additional value for Mount Anvil and find smarter, more innovative solutions and ways of working. Challenging mediocrity and focusing on delivering quality and excellence. Demonstrating a commitment to continuous personal improvement



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- Working Collaboratively. Recognise and utilise the capabilities of the team around you, enabling and empowering your stakeholders, and proactively working to develop the knowledge and understanding of the wider team
- Doing the right thing. Proactively considering the wider implications of your actions, and work towards an outcome which supports Mount Anvil's vision. Developing personal working practices which support a culture of trust, acting with resilience and flexibility to deliver the right results, and acknowledging individual contributions

### What we need from you

To support peak performance in this role we need:

- Experience in delivering innovative and exciting interior design concepts at a high-end level
- Proven track record in successfully managing all aspects of the interior design delivery process, from concept to on site delivery, in relation to residential buildings in London
- Sound knowledge of the interior construction process
- Passion for exceptional Customer Service
- Professional proficiency in all Microsoft Office programs
- Passion for design and artistic flair
- Personable individual with excellent communication and influencing skills
- Outstanding project management / time management skills
- High level of attention to detail
- Design-oriented degree or Professional Diploma

