

NOVOCASTRIAN

JOB DESCRIPTION **Junior Furniture Designer**

Our closely-knit team of designers, craftsmen and metalworkers are looking for a talented junior Furniture Designer to join us. We need someone with a sharp eye, a technical brain, and exceptional attention to detail. You should be able to translate complex designs into clear, digestible drawings, both in 2D and 3D, and should be confident in communicating with our production team.

We ask that you have a minimum of two years worth of relevant industry experience, be competent in using Fusion and AutoCAD, and ideally have a good understanding of metalworking. Above all, you should be passionate about your work and have a willingness to learn.

This role offers a real opportunity to evolve and grow within a young company, both in responsibility and salary. We're looking for someone who is determined and hard-working, and in return we can offer the chance to become a key player in a quickly-growing design brand.

Our staff are our most valued assets, and we always strive to create an exciting, inspiring workplace full of highly-talented people. Our team are as much friends and colleagues, and we hope you'll engage with us socially as well as professionally.

Working hours are 8am–5pm, with a 2:30pm Friday finish. There will be some circumstances where overtime and travel (mainly to London) is required.

This role is based near to Newcastle—upon—Tyne in North East England.

The right candidate should:

- Possess deep enthusiasm, dedication, and a passion for engineering, design and manufacturing.
- Have a desire to continually learn, improve and develop new skills, to be the very best you can be.
- Be technically-minded, with strong problem solving ability.
- Have at least an understanding of basic metalworking principles, experience in furniture design and manufacturing is a huge advantage.
- Be highly organised, thorough, and not shy of a little admin.
- Be willing and able to take instruction from the company Directors, and Project Manager, but to also be proactive and self motivated.
- Have strong 2D and 3D drawing ability. Fusion proficiency is essential, but training will be given in our company drawing methods. Competency in AutoCAD is also important.
- Must be able to communicate ideas effectively via hand sketching.
- Preferably have proficiency in Adobe InDesign and/or Photoshop.
- Have excellent email and telephone etiquette and be comfortable communicating with clients and suppliers.
- Possess a full UK driving licence and be able to commute to our workshop in Washington with their own vehicle. Must be able to visit suppliers locally as necessary during the day.
- Be happy to get their hands dirty when required.

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The role will cover the following responsibilities:

- Preparing production drawings for jobs in a timely manner and to a high standard.
- Assist in the design process of bespoke commissions and architectural metal work.
- Work with our Project Manager, and Directors to prioritise drawing work in accordance with the respective job deadlines. Manage own time in order to hit the deadlines given.
- Continually strive to improve drawing standards and efficiency.
- Regularly seek and implement feedback and guidance from Directors. Ensure drawings suitably reflect our company in their style and appearance at all times.
- Where necessary, utilise Fusion to carry out stress analysis modelling, stability testing to aid in the development of bespoke commissions.
- Continually strive to seek and implement ways in which Fusion can further benefit NOVOCASTRIAN.
- Prepare PDF presentations for client sign-off, including accurately and thoroughly dimensioned 3D drawings and high quality renders where required.
- Order materials as necessary from suppliers in a timely manner so as not to delay the progress of jobs. Chase suppliers as necessary to ensure jobs are not delayed. Seek target delivery dates and feed this into our Project Management software to allow accurate production planning. Promptly notify colleagues in any instance a supplier will miss their target delivery date so production can be rearranged accordingly.
- Maintain an up-to-date, accurate list of material stock and off-cuts, and arrange for this stock to be used wherever possible in our manufacturing. Mark-up materials and assist in arranging for them to be outsourced for processing where necessary. Ensure delivery notes are supplied.
- Use our Project Management software in a meticulous manner, ensuring that it is updated each day to reflect the state of each live job. Add costs as necessary against jobs and ensure Purchase Orders are generated when orders are placed. Full training in our software will be given.
- Fill in accurate digital timesheets at the end of each day.
- Maintaining a regular presence on the shop floor, establishing an excellent working relationship with our production team. Although this is a predominantly office based role, it is essential that the candidate is happy to get their hands dirty when required.

As a young, growing company your role is likely to evolve, you will be notified in writing of further additional responsibilities.

Please apply by sending a CV to careers@novocastrian.co