

DESIGN ASSISTANT

The Design Assistant is responsible for assisting the Principal, and design team with design-related aspects of projects from inception to installation.

RESPONSIBILITIES

DESIGN AND OFFICE

- Maintain fabric library and assist with keeping the studio organized
- Organize and return fabrics and finishes at SFDC/Various vendors
- Keep installation kit and site visit bag stocked and organized
- Support team in creating elevations and floor plans in CAD
- Assist team in preparing for design presentations and in various stages of design as required
- Attend and participate in design meetings with clients; take meeting notes, type and issue notes as required
- Create project schedules with direction from team
- Request quotes, and develop product proposals in Studio Designer
- Approve and file CFA's
- File fabrics and finishes from client meetings
- Participate in project installs

SKILLS AND ABILITIES

- Highly organized with excellent creative problem solving and time management skills; the ability to successfully prioritize and work on multiple high-end residential interior design projects simultaneously
- Clear and concise communication skills, both verbal and written
- Ability to interact with clients, management, and peers in a professional and supportive manner
- Self-driven, responsible, and independent as well as team-oriented
- Able to take direction and constructive feedback
- Enthusiastic, resourceful and dependable
- Confident and assertive
- Flexible and eager to learn new company systems
- Industry knowledge including but not limited to furniture showrooms, fabric showrooms, hardware, finish and lighting vendors

QUALIFICATIONS

- 1 year previous employment in interior design field with experience working on teams
- Proficient in AutoCAD, Adobe Creative Suite, Excel, Word and PowerPoint, Mac systems
- Hand-sketching and Google Sketch Up skills are a plus
- Must have access to a reliable car, valid driver's license and insurance; mileage is reimbursed

To apply for this opportunity, please send your resume and a cover letter to info@meadquin.com