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| **Job title** | *Design Assistant* |
| **Reports to** | *Senior Interior Designer* |

**Job purpose**

At Jackson Design and Remodeling (JDR), the Design Assistant will assist our Senior and Junior Interior Designers with their projects and work under their supervision.

**Duties and responsibilities**

* Assist Senior and Junior Interior Designers throughout the design process with floor plans, elevations and construction document sets.
* Research of appliance specifications, various materials, accessories and more.
* Product sourcing and order placements.
* Preparing, managing and maintaining all project binders, files, correspondence, drawings, etc.
* Ability to field and address client questions in a timely and accurate manner.
* General office tasks including filing, answering phones and guiding perspective clients on tours of our showroom.
* Running light errands as needed.
* Other duties as required.

**Qualifications**

* Bachelor’s Degree in Interior Design from an accredited program.
* Attentive to details, highly organized with the ability to multi-task.
* Knowledge of design principles is vital, working knowledge of construction methods is helpful.
* Proficiency in AutoCAD and Revit is required.
* 20/20 experience is preferable.
* Computer literate in Microsoft Suite (Word, Excel, Outlook).
* Must be highly motivated self-starter who thrives in a fast-paced and demanding creative environment and has a strong sense of urgency, organization and follow-through.

**Working conditions**

The Design Assistant generally will work a 40 – 45 hour week, but it may occasionally be necessary to work extended weekend (Saturdays) and evening hours.

**Physical requirements**

This is largely a sedentary role; however, some filing and carrying material selections is required. This would require the ability to lift files and materials, open filing cabinets, relocating materials in the showroom and bend or stand as necessary. Able to lift incoming deliveries or materials weighing up to 25lb.

**Direct reports**

None

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| **Approved by:** | *Todd Jackson, President/CEO* |
| **Date approved:** |  |
| **Reviewed:** |  |

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.