

# Interior Design Assistant position at Adeas Interior Design

Adeas Interior Design  
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## Job Summary

The Interior Design Assistant will work directly with the principal of our small boutique interior design firm, on all facets and phases of design projects, as well as assist in the operations of the design office. They will work seamlessly with the design team in overseeing and managing long-term, high-end residential and hospitality projects from concept through procurement and installation.

A successful applicant to the position should have a strong design background, attention to detail in both design and clerical tasks, and the communications skills necessary to establish the working relationships with fellow designers and clients.

## Essential Duties and Responsibilities

- Attend site visits with principal and take notes, measurements and photos
- Upkeep and maintenance of materials and design resource library
- Research materials, products, furniture, finishes, accessories, lighting and hardware
- Proficiency at communicating design through various methodologies, by assisting in preparing design presentations, creating client story boards and other presentation materials
- Professional communication with clients, architects, vendors, fabricators and trades people
- Requesting estimates, quotes, pricing, lead times, invoices, freight for furniture and material selections
- Creating proposals and purchase orders
- Maintain spreadsheets and other documentation regarding budget, client purchases and marketing efforts.
- Assist at site visits, client and vendor meetings, deliveries, installations and photo shoots
- General design business upkeep, including developing and implementing office processes, and general designer assistance

- Individuals in this position typically work in an office setting, although trips to clients' sites and suppliers are generally required.
- A bachelor's degree in design or an equivalent field may be required for this position. Previous experience in a similar position is preferred.
- Interior design assistants need to understand the fundamental practical and aesthetic aspects of design.

## **Job Qualifications**

- Education: Bachelor's degree in Interior Design or current student preferred
- Experience: 1-2 years of related experience

## **Skills**

- A mature individual with a strong commitment and work ethic
- Someone who is organized, detailed orientated and able to multi-task, who can anticipate situations and problem-solve
- Interpersonal abilities, soft skills, and experience collaborating in teams
- Exceptional verbal and written communication skills
- A positive attitude, integrity, and discretion
- An ability to work well under pressure and changing deadlines while maintaining a high level of accuracy
- An ability to handle situations of complexity well in a fast-paced, friendly environment
- A person who is conscientious, timely, and punctual
- A polished and professional presence in our casual yet dynamic creative office
- Working knowledge of Microsoft Office, Outlook, Adobe Creative Suite, SketchUp Preferred