

Associates III Inc. Job Description for Position of Design Assistant

Primary Objective:

We are a full service Interior Design firm, specializing in custom, sustainable residential design and we are looking for a Design Assistant to provide support and timely information to our entire design team in a service-oriented environment. We are seeking a detail oriented, proactive, problem solving, multitasking team player with excellent organization and communication skills. Being flexible and having a keen desire to learn are key.

Primary Job Activities:

Assist our Design Team with various tasks including, but not limited to:

- Vendor research and communication
- Placing requests for CFA's, quotes, and invoices
- AutoCAD drawing
- Revit drawing, modeling, and rendering
- SketchUp modeling and rendering
- Presentation preparation
- Opportunities for client/vendor/contractor interaction and skill building during consultations, site visits, field surveys, installations, showroom visits, and more.
- Accurate time keeping of billable hours
- Maintain organized project files and archives
- Adhere to company design and drafting standards
- Maintain a collaborative environment with internal team
- Daily business items such as receiving/making calls, preparing and responding to emails, filing, library updating, internal project team meetings, office organization, etc.

Minimum Qualifications:

- 1 – 2 years of experience preferred
- Extremely detail oriented and organized
- Excellent written and oral communication skills
- Ability to prioritize and manage tasks against deadlines and other metrics
- Self-starter, motivated, takes initiative, has strong work ethic
- Ability to work effectively in a team environment
- Global sensitivity and knowledge of sustainable design preferred
- High proficiency in Microsoft Office, AutoCAD, Revit and Adobe Creative Suite
- Bachelor's Degree from CIDA accredited Interior Design Program

Required Team Qualities and Values:

Positive, team player, forward thinker, enthusiastic, innovative, realistic, imaginative solution finder, responsive, accountable, appreciative, nurturing, inspired, friendly, caring, genuine, confident, flexible, courageous, respectful, committed to excellence, trustworthy, trusting, open minded, healthy, socially responsible, environmentally active and with integrity.

Work Hours:

- Full time: 40 hours/week
- Office hours are Monday – Thursday

Send cover letter, resume, references, and work sample to Nicole@associates3.com