



**Associates III Inc. Denver, Colorado
Job Opening for Design Assistant**

Primary Objective:

We are a full-service Interior Design firm, specializing in custom, sustainable residential design and 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
- 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, collaborative, takes initiative, enthusiastic, innovative, realistic, responsive, accountable, appreciative, kind, inspired, welcoming, mindful, genuine, confident, flexible, courageous, respectful, committed to excellence, trustworthy, trusting, open minded, work-life balance, community minded, environmentally active and with integrity.

Work Hours:

- Full time: 40 hours/week
- Office hours are Monday – Thursday
- Competitive pay based on relevant experience
- Benefits include 401K, health, dental and vision

Please send letter of interest, current resume, references, and work samples to AKrepton@associates3.com

Posted: March 21, 2018