

21 Interiors, a small personalized growing residential interior design firm, seeks a Design Assistant to help with daily design work.

Responsibilities

Primary responsibilities will include: Assist in the design and documentation of interior spaces to include drawing of floor plans, selection of finishes, pattern plans, elevations, details, room and room finishes and ordering sample materials from vendors. Job also includes research, pricing, library management, follow up on purchase orders and estimated delivery dates. Provide excellent customer service on the phone and in person with clients and sales reps.

Skills

Must be able to generate AutoCAD drawings accurately, proficient in Photoshop or Adobe Illustrator, MS Office skills, Sketch Up a plus. Detail oriented, highly organized, positive attitude, takes initiative, all required.

Experience

2-years' experience in an Interior Design field, a completed Interior Design degree or enrolled in an Interior Design program

Requirements

One of the following...

Interior Design Degree

2-years' experience in an Interior Design field

2nd year student enrolled in an Interior Design Program

A Must...

AutoCAD

MS Office Skills

A Plus...

But not required: Photoshop and/or Illustrator, SketchUp

Benefits

- Training & Development

Contact:

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