

Position

Interior Design Intern/ Office Assistant at Angelica Henry Design

Description

Our award-winning Interior Design firm seeks an individual that is energetic, has a great work ethic, organized, and self-motivated to join our team environment. Individual will assist with various aspects of projects including basic CAD work, researching furnishings, preparing quotes and presentations, maintaining files and our material library. General administrative tasks including answering phones, running errands and support of social media efforts also required. Must know basic AutoCAD, Word, & Excel. Other programs such as PowerPoint, Photoshop, & 3d rendering are a plus.

Please send resume and any accompanying materials via e-mail only to michele@angelicahenrydesign.com