



INTERIORS
REMEMBERED

DESIGN ASSISTANT

Interiors Remembered interior design firm is looking for a dynamic, creative, and motivated individual to join our team. As a full-service design firm, the Design Assistant will assist the Design Director with daily tasks related to new builds, remodel, and soft material design projects in order to ensure a smooth process.

Position Summary

- _Create client presentations by selecting materials, decor, and furniture - all while keeping the client's budget in mind.
- _Develop and design solutions with the interior design team.
- _Research materials and concepts for clients, also providing them with guidance and recommendations for designing their home.
- _Complete projects and goals in a timely manner.
- _Perform onsite observations and travel to meet with clients.

Job Requirements

- _Work days are Monday - Thursday, with some Fridays. 9am to 4pm.
- _Minimal travel required, mostly within the Phoenix Metro Area.
- _Applicant must have the ability to work under pressure and with time-sensitive matters.
- _Applicant must have a reliable vehicle.

Required Qualifications

- _Strong work ethic and want to be part of a team.
- _Accredited degree in Interior Design or Interior Architecture.
- _A minimum of 1 year experience working as a Design Assistant to a Design Director.
- _Proficient in SketchUp
- _Knowledge of general office software and tools (Microsoft Office, Dropbox, PC computers).

Qualified candidates may send resumes
and portfolio links to:
matthewf@interiorsremembered.com