

Design Assistant
POSITION DESCRIPTION

Job Title: Design Assistant
Department: Design
FLSA Status: Non-Exempt/Hourly
Reports to: Senior Interior Designer
Date: 2018

SUMMARY

The Design Assistant will work closely with the Interior Designers and Senior Interior Designer in performing all aspects of a design project. This is a position that is definitively project based with the anticipation the projects will culminate in the next 12-18 months.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Design Assistant for new development and existing remodel projects as assigned by Director of Design.
- Possess competency in all aspects of interior design and general construction.
- Develop, update and maintain Design Books for design projects.
- Maintain vendor relationships
- Assist with the design of projects from conception through completion.
- Prepare Purchase orders. Monitor and track to completion, working with vendors to ensure availability and ability to meet delivery deadlines.
- Assist in the design process for assigned projects – selecting materials, ordering samples, generating floor plans, elevations and finish schedules, managing yardage requirements on COM material, receiving, storing and maintaining inventory of on-going projects.
- Be a representative for Blackberry Design to all sub-contractors. Arrange and oversee, when necessary, any work with outside sub-contractors.
- Create project documentation – Inventory, organize and catalog all interior finishes, fixtures and furnishings for all projects.

- Attend assigned meetings and project walk throughs – Keep accurate notes, recap to group and follow through on all design changes.
- Make arrangements for travel, arranges schedules of visits, make transportation and accommodation reservations, notifies organization and representatives to be visited, and performs specific duties required regarding travel receipts and reports.
- Process expenses/timesheets
- Prepare presentation materials.

REQUIREMENTS

Must comply with all company policies and procedures, and regular consistent attendance is required.

Must be able to work well with other Team Members, Managers and interact with our guests.

Must be able to adapt to and perform with minimal stress when confronted with an emergency.

This position demands a self-motivated, task oriented and an energetic individual with the ability to be flexible in design changes.

EDUCATION and/or EXPERIENCE

Associates Degree in Interior Design field

Allied member of ASID or a professional organization

Requires experience with Auto CAD

Requires the ability to speak to others with poise, voice control, and confidence using correct English and well-modulated voice.

Requires the ability to learn and understand relatively basic clerical principles and techniques.

Ability to understand departmental policies and procedures and to make independent judgments in absence of supervision.

Ability to work with floor plans, elevations, architectural drawings and take accurate measurements.

Requires experience with Microsoft Power Point, Excel, Word

LANGUAGE SKILLS

Must have excellent verbal and written communication skills.

Requires ability to read and comprehend a variety of documentation, directions, instructions, methods and procedures.

Requires the ability to prepare and complete reports and forms with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

Requires the ability to speak with and/or signal people to convey or exchange information, including receiving assignments and/or directions to co-workers or assistants as well as communicating with the general public.

MATHEMATICAL SKILLS

Must have basic mathematical skills. Requires the ability to add and subtract; multiply and divide totals; determine percentages.

Be aware of and adhere to client and/or Blackberry Farm design budgets.

REASONING ABILITY

Must be able to exercise judgment and make decisions based on job knowledge and awareness of company goals.

PHYSICAL DEMANDS

Must be able to lift 50lbs. (Hanging art, placing accessories and arranging furniture as needed).

WORK ENVIRONMENT

In all buildings of the hotel or client dwellings; may be asked to go outside regardless of weather conditions.

Disclaimer: This job description reflects the assignment of the essential functions of the current position, but does not prescribe or restrict the tasks that may be assigned. The critical features are specified, but are subject to change at any time for various reasons, including management discretion.

I acknowledge that I can perform the above duties with or without reasonable accommodation.

Print Name

Date

Signature