



Entry (Jr) Interior Design Position / Interior Design Assistant

About FOUR Spaces Design

FOUR Spaces Design is a full-service interior design firm located in Brentwood, TN. Specializing in residential new construction, home additions, outdoor spaces and kitchen and bath remodeling. We work with our clients to take their projects from concept to completions.

Who we are looking for:

We are looking for a new team member that uses their creativity to solve puzzles, notices the details and appreciate the journey of a project as much as the end result.

Creating solutions to problems is something you find rewarding. You enjoy brainstorming solutions as well as reflect on those solutions that may not have worked. Motivated to do your best, but also able to take a live and learn approach.

What will you do:

You will be working along side lead designer Heather Kellow on each step of the design process. This will include administrative work as well as design project task such as client in-take, drawings, proposals and estimates, presentations, and design implementation.

This position will require some time at Heather's home office, some time at home, design meetings, job site meetings, running design related errands, and installations.

Hours will start out between 15-20 hours/week. A typical work week would be M, T and Th. Occasionally due to project load and or phase additional time may be required. Each Monday there will be a weekly meeting to review that week's goals and tasks to be completed.

Requirements

Bachelor's degree in Interior Design preferred.

Proficiency in AutoCAD, SketchUp or other related space planning/rendering programs, Microsoft office suite.

Familiarity with the interior design process, from design development, furnishings selection and installation.

Valid Drivers' License and reliable vehicle.

Skills

Communication- Answer all client, vendor and product representatives' inquiries on services, products, and goods professionally and accurately.

Purchasing- This includes creating proposals, purchase orders, and placing orders for goods and services. We will train you on our systems.

Coordination and Organizations- Coordinate and manage the purchasing and implementation stages of our projects. This can include scheduling appointments and/or deliveries with clients and vendors as well as maintaining an up-to-date task list, calendar, and client/vendor contact information via web-based project management software.

Dependable & Prompt- At FOUR Spaces design we take being on time to show our clients and vendors we value them as we hope they value us.

Strong verbal and written communications skills- You need to be comfortable in communication with clients and vendors by phone, in person, or by email. One key component to our job is over communication with our clients and vendors. To be clear and precise of what is being provided or needed.

Email Resume and Portfolio to info@4spacesdesign.com

Attn: Heather Kellow Subject: Application