

Laws Interiors & Design
4610 Kingston Pike
Knoxville, TN 37919
865-584-1400

please email-melissa@lawsinteriors.com

Full-time

Full Job Description

The Design Assistant will work closely with the Interior Designers and associates performing all aspects of design projects. Must be detail-oriented, a good communicator and extremely organized.

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

- Assist designers on new development and existing remodel projects.
- Possess competency in all aspects of interior design.
- Develop, update and maintain Design Books for design projects.
- Maintain and keep design area organized and cataloged.
- Assist with the design of projects from conception through completion.
- Assist in the design process for assigned projects – selecting materials, ordering samples, generating floor plans, assisting in finish schedules.
- Be a representative for Laws Interiors to all sub-contractors. Arrange and oversee, when necessary, any work with outside sub-contractors.
- Create project documentation – Inventory, organize and catalog all exterior and interior finishes, fixtures and furnishings for all projects
- Creating clear, interesting and engaging social media posts on Facebook, Instagram and other social media channels

Must comply with all company policies and procedures.

To perform the essential functions of this position, regular and predictable attendance is require.

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

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

EDUCATION and/or EXPERIENCE

- Associates Degree in Interior Design field
- Requires experience with Auto CAD, Revet or Sketch Up
- 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
- Requires experience with Social Media