

Interior Design Assistant

Vision 360 is seeking a part-time design assistant to provide all necessary support to interior designer.

QUALIFICATIONS

- Accredited Interior Design Graduate
- Candidates must be proficient in AutoCAD, Photoshop, SketchUp and Microsoft Office Suite.
- Candidate must be available 25-30 hours per week on contract basis.
- Compensation is based on experience.

SKILLS

- Strong Communication Skills
- Attention to detail
- Ability to Multitask
- Creativity

RESPONSIBILITIES

- Assist designer in daily tasks & responsibilities
- Provide both design and general project support
- Order fabric and finish samples
- Develop project finish selections
- Assist designer in preparation for presentations and meetings
- Development of drawings and documents
- Obtain vendor quotes
- Issuing estimates and purchase orders
- Updating resource library
- Coordinate manufacturers Rep. presentations
- Provide general office support

Please send cover letter, resume and portfolio sample to heather@vision360design.com to be considered for position.