

Amity Worrel & Co.

INTERIOR DESIGN

Full-Time Design Assistant/Junior Designer

The successful applicant will become an integral part of a collaborative interior design & project management team, providing support to Project Managers under the direction of the Principal Designer on projects ranging from small renovations to custom new builds. The successful applicant will have strong verbal and written communication and skills. She or he will be highly organized, motivated, and have a positive attitude. The position is full-time (40 hours per week), and compensation is commensurate with experience.

Primary Responsibilities

Provide direct assistance to the project management team:

- Survey existing spaces by obtaining accurate on-site dimensions, documenting design characteristics, and taking photos for reference throughout the design process.
- Create and revise floor plans, lighting and furniture plans, and detailed interior elevations using AutoCAD.
- Create and revise Scopes of Work, Specifications, and Schedules (including but not limited to Finish, Paint, Lighting, and Decorative Hardware).
- Review plumbing and appliance specifications, millwork shop drawings & vendor bids.
- Actively participate in Site Visits and Presentation Meetings, documenting all new developments and design changes for direct report to PM and/or Principal.
- Create design and finish presentations for internal and client review.
- Maintain project documentation, ensuring it is up to date in binders and on the server.
- Help organize and maintain the Studio materials libraries: paint, wallpaper, fabric, tile, carpet, etc.

Minimum Qualifications

- Bachelor's degree in Interior Design, Architecture, or equivalent field experience.
- Demonstrated proficiency in AutoCAD.
- One year of experience working in an interior-design related field.
- Experience producing and/or revising Design and Construction Documents.

Knowledge, Skills, and Abilities

- Demonstrates a strong eye for design and attention to detail.
- Working knowledge of the entire design process, including experience with space planning, construction documentation, and material, furnishings, and/or lighting specifications.
- Ability to solve problems and work independently and collaboratively on projects of varying scales.
- Good organizational and planning skills, and exhibits good judgment and resourcefulness working on multiple projects with varying timelines.
- Excellent oral and written communication skills.
- Develop and maintain positive relationships with coworkers, new and existing clients, general contractors, vendors, trades, and other design disciplines.
- Strong work ethic, flexible, and willing to do what needs to be done to satisfy the client.

Preferred Experience

- Working directly with the public in customer service or related field.
- Documenting billable hours and maintaining logs of project timelines.
- Assistance with decorative selections, styling, and/or photo shoots.