



Interior Design Assistant

Objective: To assist in design projects while working directly alongside the interior designers

Requirements:

- Full Time Position
- Bachelor's Degree desired
- Must be available to work 2 Saturdays a month

Job Description:

- Providing administrative, clerical, and design support to the designers
- Serving as the liaison between interior designer and client
- Attending all client appointments/presentations, taking detailed notes and photos, and assisting in measuring/floor plans
- Assisting in the selections process and setup of client presentations
- Creating and processing all paperwork needed for projects to include:
 - Pricing/quotes/lead times
 - Contracts
 - Ordering
 - Work orders
- Overseeing projects to completion while ensuring progress stays on scheduled timeline
- Attending all installations and deliveries
- Able to use our computer system to track orders/inventory to assist in logistics for deliveries
- Working with our satellite designers as needed to help expedite their jobs
- Occasional travel to Murrells Inlet store for training or client order needs