

Interior Design Assistant (SW PortlandTigard)



Location **Oregon**
<https://www.genclassifieds.com/x-572911-z>

An award winning design firm is looking for an energetic, conscientious and detail oriented individual who takes pride in his/her work to join our fast paced office. Our firm specializes in hospitality and residential design. The ideal person is currently in school for interior design and wants to gain experience working in a design office in which he/she may be hired after graduation. Available 3-4 days per week for 5-8 hours per day.

INTERIOR DESIGNER ASSISTANT

Ideal Candidate:

- Currently enrolled in school for Interior Design or Interior Architecture and Design or already has a BA in Interior Design and/or architecture.
- Has a positive attitude and works well with a team as well as individually.
- Can establish a set schedule each term.
- Is flexible and can handle changing assignments.
- Has a basic knowledge of the Adobe Creative Suite, Autocad, Sketchup and Word programs.
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Has a reliable vehicle.

Responsibilities:

- Email correspondence and answering the phone.
- Researching product and updating documents.
- Updating client correspondence, organizing materials, folders, and budgets.
- Shopping trips to showrooms.

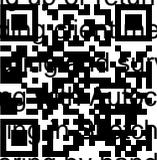
-- Picking up or returning samples.

- Attend client meetings.
- Measure and surveying new projects.
- Drafting in Autocad.
- Modeling in Sketchup.

-- Rendering by hand, Photoshop and InDesign.

- Ability to manage multiple tasks, change priorities and achieve deadlines as a manager.
- Other tasks as needed to aid designers with projects.

If you are interested in this position then please apply stating why we should consider you for this position and include a resume. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

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