



DENTON HOUSE

DESIGN STUDIO

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Job Description

Title: Interior Design Assistant

Pay Range: Negotiable, based on experience

Date:

Employment Status: Exempt

Report to: Owner

Denton House Design Studio is a boutique design firm specializing in programming, planning, architecture and interior design. Our seasoned team offers unparalleled expertise in high end, high caliber hospitality, commercial and residential projects. Among others in the industry, we are set apart by our fresh style and innovative design solutions, as well as our collaborative ability to provide seamless and satisfying turnkey design solutions to our clients – from initial concept to finishing touch. We are looking for progressive-thinking, motivated individuals to join our creative team and bring added value to our extensive portfolio of award-winning projects.

Candidates are expected to provide assistance in presentation packages, follow-up on all specification orders, communication between vendors, as well as any other design related activity.

Assist in the preparation of plans and elevations utilizing AutoCAD floorplans, sourcing new furniture/fabrics/accessories, preparing client presentations, placing and tracking order, meeting with vendors and updating/organizing sample library.

This is a full time position.

Primary hours of work are normal business hours, Monday through Friday.

At times, evening and weekend availability may be required.

Relocation assistance considered.

Salary is negotiable based on experience.

Candidate Requirement:

- Bachelor of Science in Architecture or Interior Design from an accredited institution
- 1-3 years of experience in interior design
- Knowledge of furniture periods and Architectural styles, with excellent color sense
- Proficient in, AutoCAD, InDesign, Photoshop and Microsoft Office. Revit and SketchUp is a plus
- Experience in high end resort design a plus
- Ability to work well under pressure, juggle and prioritize multiple projects and adjust work accordingly, often against tight deadlines
- Possess strong verbal, written and visual communication skills with all levels of employees,



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management and outside parties

- Demonstrate creative abilities and applied problem-solving skills
- Strong abilities to work in a team setting and achieve results through collaboration and sharing
- Proven ability to self-manage and demonstrate high level of professional maturity
- Must be quality minded and self -motivated
- Excellent written communication skill

Candidate must be physically able to perform various installation project requirements such as lifting, standing for long periods, using a ladder, and other physical duties.