

Design Assistant Jenny Blanc Interiors Ltd.

Jenny Blanc Interiors are looking for an enthusiastic and efficient Design Assistant to join their busy team based at their Teddington showroom and design studio. With showrooms in both Teddington, South West London and on the West Coast of Barbados, this is an exciting opportunity for a junior interior designer to extend their skills working on a variety of prestigious residential and commercial projects in both the UK and Caribbean.

Click below to download more information about the role. To apply, please send your CV and covering letter to jennyblanc@jennyblanc.com

Working closely with Jenny Blanc and the design team, you will assist with Interior Design projects in the UK and overseas from concept to completion. This role requires creative and strategic thinking, an eye for detail, a passion for fabrics and furniture, combined with a head for figures. The right candidate will have at least one year's experience working in a junior role at a similar Interior Design practice. Strong administrative and IT skills are essential – in addition to an AutoCAD qualification you must be fluent with Microsoft Office including Excel and Power Point. Photoshop and Sketch Up would also be advantageous.

You will be based at our head office and design studio in Teddington, South West London but travel to the Caribbean may occasionally be required when installation is taking place of our projects.

We recommend checking your travel arrangements before applying – a commute time of under 45 minutes is ideal.

The Design Assistant's job description includes (but is not limited to):

- Assisting with large and small projects in the UK and abroad.
- Using AutoCAD to prepare furniture and electrical layouts and floor plans.
- Assisting the Senior Interior Designer with the sourcing of fabrics, furniture, lighting and hard finishes, as well as producing concept/mood boards for presentation to clients.
- Obtaining quotes and estimates for products and services.
- Preparing and maintaining the working costing sheets for all projects as well as producing summaries and quotes for clients using Excel.
- Preparing specifications and fabric schedules.
- You will be involved with the ordering of goods for design projects, following up to ensure timely delivery.

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- Assisting with the coordination of deliveries, shipment (including export) and storage facilities (if required) for installations.
- With support from the Senior Designer, you will liaise with shipping/airfreight companies and managing consolidation of goods for shipping.
- Maintaining and updating the design library.
- Attending presentations with suppliers in order to maintain an awareness of the latest products.
- Assisting in the showroom along with other ad hoc tasks when required.

Salary: £23 – 28k per annum.



MEMBER

Head Office/Showroom: Jenny Blanc Interiors Ltd, 59 High Street, Teddington, London TW11 8HA
T +44 (0)20 8943 4440 F + 44 (0)20 8977 6500

Barbados Showroom: SunsetCrest, Holetown, St James, Barbados T +(246) 432 0989

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