**DESIGN ASSISTANT**

**JOB DESCRIPTION**

**Main responsibilities include:**

* Supporting your designer, which includes:
  + Assisting with client meetings: typing agenda, preparation, getting clients tea/coffee etc.
  + Interacting with clients and liaison with suppliers on their behalf
  + Working on & processing orders, estimates, invoices and receipts etc
  + Taking meeting minutes and typing up for distribution
  + Ability to draw using AutoCAD
* Other duties include :
  + Preparation of mood boards & client presentations under direction from senior designers
  + Calling in samples
  + Photocopying, filing etc
  + Covering for holiday
  + Opening post/keeping space tidy
  + Miscellaneous tasks
  + Learning the procedures of the office
* **Other Responsibilities include:**
  + Supporting other Designers as necessary
  + General office administrative duties (can include Showroom management, maintaining physical and digital library, ensuring stationery supplies are sufficient and in order, organising rep appointments etc.)
  + Keeping desk tidy and assisting with office clean-up

**Key Skills required:**

* Enthusiastic team player – enjoys supporting and working with others
* Good communication skills, including fluent spoken and written English.
* A courteous friendly outlook, and ability to interact in a professional manner with clients
* Ability to keep a cool head with a calm outlook generally
* Excellent numeracy skills
* Computer skills essential: Microsoft Word, Excel, Outlook & EstiPC
* Flexibility to work extra hours when required
* Pleasant & professional phone demeanour with clients and suppliers
* Excellent time management skills
* Good organisational skills and efficient working methods
* Must be practical and capable of multi-tasking in a busy environment.
* Full driving licence and ability to drive the company vehicles
* Desire to have career progression within company, ideally working toward promotion in 1-2 years.

Salary dependent on experience.

References required.

**How to apply:**

Please send a covering letter and up to date CV to [lcox@joannawood.com](mailto:lcox@joannawood.com)