**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