

# PHILPOTTS INTERIORS

## DESIGN ASSISTANT

Philpotts Interiors is a Hawaii based interior design firm with an exciting portfolio of projects ranging from high end residential, hospitality, commercial/office to healthcare facilities. We are seeking a talented and motivated Design Assistant to join our design team.

The Design Assistant will contribute to the success of the firm by assisting in design duties including drafting, sourcing, coordinating on behalf of senior designer, and preparation of project presentations. The ideal candidate will have at least 1-2 years of experience, focused on high-end interior design.

### Key Responsibilities:

- Develop interior & furniture design in coordination with a broader design team utilizing core concepts of interior design and instruction from senior designer.
- Assist design team in development of preliminary space planning, design presentations, mood boards.
- Assist in the selection of materials, ordering and pricing samples, generating floor plans, elevations, finish, plumbing, decorative lighting and artwork
- Assist in preparation of specifications and schedule packages for all finishes, furniture, lighting, accessories and art.
- Create and refine project presentations (digital and physical) for client review based off instruction from senior designer.
- Coordination and correspondence of consultants, vendors, freight forwarders, installers, and contractors as it relates to projects.
- Assist in procurement process and installation as directed by senior designer and procurement department.
- Take precise notes during meetings with clients, contractors, architects, and vendors, and prepare detailed reports.
- Must work well in a team with designers and procurement specialists, showing strong collaboration and communication skills.

### Minimum Requirements

- A Bachelor's degree in interior design and a minimum of 1-2 years of experience in interior design.
- Understanding of FF&E scope in residential and commercial practices.
- Knowledge required in AutoCAD, Revit, Sketchup, Microsoft Office Suite, Adobe InDesign and Photoshop, and rendering software.

- Reasoning ability - must be capable of discerning differences in product quality/ pricing, special planning, and interior selections, as well as articulating trade-offs and providing recommendations for senior designers and clients.
- Can-do attitude, organized, accountable, self-motivated, task-oriented, energetic, and flexible.
- Experience selecting and specifying furniture, cabinetry, appliances fixtures, hardware, materials and interior finishes.
- Candidates should possess superior customer service and communication skills, and be adept at interacting with client consultants, vendors, and internal team members.
- Capability to collaborate efficiently with the design team and manage multiple projects and competing deadlines
- Assumes personal responsibility for ongoing acquisition of new skills, knowledge, and experience in professional development.