

Job Description

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| Job Title: | Studio Assistant (Interior Design) |
| Office Location: | Max Rollitt Ltd, Avington, SO21 1DA |
| Hours: | 37.5 hours - Full Time |
| Reporting to: | Interior Designers |
| Responsible for: | N/A |
| Salary: | £21-23,000 per annum (depending on experience) |

Job Purpose

To support all aspects of a busy studio that spans interior design, antiques and bespoke design and production, with an emphasis on interior design projects.

Working closely with the director, Max Rollitt, as well as the interior designers, the wider team and external contractors as required, to ensure the delivery of holistic, profitable, timely projects that deliver a positive and successful client experience.

Main Duties and Responsibilities

- Undertake project administration using Microsoft 365 (word, excel, outlook) and EstiPC
- Take ownership of the sample library and design office; organise, keep up to date, and source and order new samples for soft furnishings, as well as antique and bespoke upholstery projects
- Meeting with fabric and material reps to source new products
- Assist designers in preparing for client presentations
- Assist in producing accurate drawings, plans and specifications, using Vectorworks, where appropriate
- Attend site visits before, during and after installation to ensure progress and adherence to plans
- Ensure correct specification in placing orders
- Draft client invoices, schedules and reports
- Draft supplier purchase orders, schedules and reports
- Ensure supplier invoices are recorded and passed for payment promptly
- Maintain accurate, organised records on EstiPC

- Maintain and organise detailed project documentation, including records of key decisions and notes from client and internal meetings
- On completion of projects, archive all project and client details
- Undertake continuing professional development in design, IT, client-facing skills, antiques and/or any area that enhances ability and knowledge in a role

Other Duties

- Supporting the wider Max Rollitt team administratively where required
- Collection/delivery of items – including posting and packing
- Ad hoc production or installation duties such as sewing or painting
- Some manual handling required

Skills, Attributes, Experience, Knowledge

- Provide excellent attention to detail
- Excellent verbal and written communications essential, as you will be liaising between multiple parties, including suppliers and designers
- Highly organised but with a strong creative flair
- Exceptional eye for detail and colour
- Show good understanding of Max Rollitt style
- Respond proactively to instruction
- Be innovative, resourceful and an excellent problem solver
- Work well under pressure, being able to multi-task and prioritise effectively
- Be able to work collaboratively within a team, but demonstrate independent thinking and initiative
- Plan and organise effectively
- An interest in antiques is desirable

Qualifications

The following qualifications are desirable, and representative of the knowledge, skill and ability required to perform the role, but individuals may be qualified by experience in some or all aspects:

- A Bachelor's Degree in Interior Design or Architectural Design, or related discipline
- Proficiency in Vectorworks and EstiPC is a bonus
- Proficiency in Adobe Suite including Photoshop and InDesign and Microsoft 365

Benefits

- Idyllic rural location
- High-quality goods selling to interior designers and clients all over the world and a reputation of excellence
- Small, friendly team with core values of Quality & Excellence, Enabling environment, Respect & Integrity, Efficiency, Accountability, Teamwork, FUN
- Company Sick pay scheme
- 28 days paid holiday per year
- Pension Scheme
- Bike to work scheme
- Wellbeing days