

Job Description

Job Title:	Interior Design Assistant
Office Location:	Max Rollitt Ltd, Avington, SO21 1DA
Hours:	Full Time 37.5 hours
Reporting to:	Interiors team
Responsible for:	N/A
Salary:	£22–25,000 per annum (depending on experience)

Job Description

To support the Interiors team on all aspects of the interior design process, working across a select portfolio of high-end residential projects.

Working with a small team of Interior Designers to assist with the development of design concepts and presentations; assist with project estimating, administration & procurement; and support throughout, including final on-site installation.

Lead on the in-house materials library and manage the design archive.

Main Duties and Responsibilities

- Take ownership of the materials library by maintaining the samples and organising supplier visits to ensure samples stay up to date
- Provide support to the team of Interior Designers in each phase of the design process, including consultations, site visits, design development, presentations, and implementation
- Undertake project administration using Microsoft 365 and EstiMac
- Assist and support as required on drawing packages using Vectorworks
- Produce accurate project specification schedules, as instructed by the Interior Designers
- Liaise with suppliers to obtain quotes for materials and products
- Maintain accurate and organised records on EstiMac
- Ensure correct specification in placing orders
- Draft client invoices, schedules and reports for review by the Interior Designers
- Draft supplier purchase orders, schedules, and reports for review by the Interior Designers
- Liaise with the Finance Manager to ensure invoices are recorded and passed for payment promptly
- Attend site visits to support on meetings, being responsible for taking detailed notes and documentation images
- Maintain and organise detailed project documentation, including writing minutes recording of key decisions and notes from client and internal meetings
- Physically assist on-site installations
- Process and manage archive of past and completed projects

- Undertake continuing professional development in design, technical skills, client-facing skills, antique knowledge and/or any area which enhances skills, ability, and knowledge in the role

Other Duties

- Support the wider Max Rollitt Antiques and Bespoke teams where required
- Run errands as required
- Ad hoc production or installation duties
- Some manual handling required

Skills, Attributes, Experience, Knowledge

- Dynamic and proactive attitude
- Highly organised with the ability to multitask and prioritise effectively
- Understanding and appreciation of detail and colour in the context of interior design
- Confident communication with excellent written and verbal skills with the ability to talk to a range of clients and suppliers
- Show a good understanding of Max Rollitt interior design style
- Be innovative, resourceful and an excellent problem solver
- Be able to work collaboratively within a team, but demonstrate independent thinking and initiative
- Be passionate about interiors
- Interest in historical architecture and/or antiques
- Contribute to the Max Rollitt values and behaviours: Quality and Excellence, Enabling environment, Respect and Integrity, Efficiency, Accountability, Teamwork, FUN
- Full, clean driving license

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 a related discipline
- Proficiency in the Adobe Suite, including Photoshop, InDesign and Microsoft 365
- Proficiency in Vectorworks
- Knowledge of project management software EstiMac is desirable, however training will be given

Benefits

- Office based in an idyllic rural location
- Small friendly team
- Company Sick Pay scheme
- 28 days paid holiday per year
- Pension scheme
- Bike to Work scheme
- Wellbeing days