



BRADYWILLIAMS
LONDON

Design Assistant Job Specification

Outline:

As a Design Assistant, you would have recently completed a successful internship and/or related course.

The successful candidate will be able to demonstrate the following skills and responsibilities:

Skills:

- Experience in using software knowledge in AutoCAD, InDesign and Photoshop
- Ability to manage own time and sense of taste
- On site experience would be preferred
- Experience dealing with suppliers and contractors
- Excellent communication skills including verbal, written and visual
- Exceptional attention to detail
- Excellent standard of both verbal and written English

Responsibilities:

- Working on design projects assisting with all aspects of the design stages
- Aiding in the procurement of FF&E products, sourcing etc
- Aiding designers with developing schemes and concept imagery
- Developing detailed designs and choosing materials
- Assisting with photoshoots when necessary
- Supporting Studio Manager with answering phones, meeting and greeting guests and meeting room preparation
- Managing and maintaining FF&E library; organising, updating samples and regularly tidying
- Helping to maintain office supplies and flagging when items are low
- Contacting suppliers for samples/further information
- Ad hoc help supporting Studio Manager with social media; sample board creation and shooting, inspiration image finding