



CABINETSRY | INTERIOR DESIGN | CLOSETS

## **DESIGN ASSISTANT**

### **JOB DESCRIPTION:**

EDGE is seeking an Interior Design Assistant to become a part of our talented team!

### **RESPONSIBILITIES:**

- Assist in pricing and checking availability of ALL materials to be ordered.
- Status check project orders and expedite their delivery to meet installation deadlines.
- Facilitate scheduling of subcontractors/vendors and internal deliveries.
- Assist in project installations and facilitate the completion of punch list items.
- Prepare presentation boards, binders and/or digital presentations for clients
- Assist Cabinetry and Interior Design team Interior in any administrative/clerical capacity necessary.
- Attend client meetings and assist in material selection and detailed note taking.
- Maintain and order all showroom/client materials and finish samples.
- Keep project documents and drawings current in the company shared drive.

### **QUALIFICATIONS:**

- Strong computer skills with a comprehensive understanding of Microsoft Office, AutoCAD, and Design Manager software.
- Experience with data entry.
- Excellent verbal and written communication skills.
- Strong work ethic.
- Great organizational skills.
- Work well independently as well as with others.
- Strong attention to detail and deadline oriented.
- Ability to prioritize on a daily/hourly basis.
- Ability to thrive in a fast-paced environment.

This is a full-time position with great company benefits, 401k benefits available after (90) days.

### **COMPANY DESCRIPTION:**

Inspiring style. Bespoke design.

There's a difference between having a room and making a statement. On behalf of some of the most luxurious new homes and remodels in Southwest Florida, EDGE has been this difference since 2013.