



POSITION AVAILABLE:
INTERIOR DESIGN ASSISTANT

REJIG INTERIORS – BISHOP'S
STORTFORD, HERTFORDSHIRE

PART-TIME/FULL-TIME





ABOUT REJIG INTERIORS

Rejig Interiors is exciting Hertfordshire-based interior design studio specialising in kitchens, bathrooms, and full home renovations.

We take a hands-on, collaborative approach to every project, working closely with clients to rethink their spaces and create interiors that are both practical and considered. Our work focuses on how people actually live improving layout, flow, and functionality while delivering a cohesive and well-resolved design.

As a growing studio, we are involved in every stage of the process, from initial concepts and space planning through to detailed design, procurement, and installation. This means you will gain real, end-to-end project experience from day one.

Rejig Interiors is expanding, and we are looking for the right individual to grow with us. We value people who are committed for the long term, and in return offer genuine opportunities for development, progression, and increased responsibility as the studio evolves.

If you are looking for a long-term career where your contribution is recognised and valued, rather than feeling like just another number, this is an opportunity to be part of a close-knit and growing team.

We work closely with a trusted network of suppliers, contractors, and trades to deliver projects to a high standard, with a strong focus on detail, communication, and getting things right.

WHY JOIN REJIG INTERIORS?

Rejig Interiors is a highly considered, detail-driven interior design studio specialising in bespoke kitchens, bathrooms and thoughtful home interiors. As our studio continues to grow, we are looking for a design assistant to support both the creative development and delivery of our projects.

We are building Rejig Interiors to become a leading name in kitchen, bathroom and interior design recognised for our distinctive aesthetic, technical detail and highly personalised client experience.

We are therefore seeking exceptional talent: individuals who are creatively driven, highly organised and passionate about thoughtful, beautifully executed interiors.

ABOUT THE ROLE

We are looking for a motivated and creative Interior Design assistant with:

- At least 1 year of professional experience
- An extensive knowledge of SketchUp
- A strong portfolio demonstrating a full home design journey (concept to execution)

You will support the team across a range of residential projects, with the opportunity to take on more responsibility.

RESPONSIBILITIES

- Support the senior team in delivering both small and large-scale residential projects from initial concept through to completion, ensuring they are delivered on time, within budget, and in line with the client brief
- Develop FF&E schemes and schedules
- Produce furniture layouts, elevations, and visualisations
- Prepare coordinated drawing packages relevant to each project
- Assist in developing detailed project cost estimates alongside the procurement team
- Liaise with external consultants and stakeholders to support project coordination
- Assist with the procurement process, including pricing, tenders, placing orders, and invoicing administration
- Build and maintain strong working relationships with suppliers, clients, and contractors
- Support the coordination of logistics throughout the procurement and delivery stages
- Intern team management
- Assist in organising and managing on-site installations, ensuring a smooth and efficient process
- Support post-installation snagging and final project stages
- Maintain a clear understanding of project budgets, financials, and timelines
- Support the wider business during quieter periods, including assisting with marketing activity such as scheduling content and implementing marketing initiatives

SKILLS & EXPERIENCE

- Strong attention to detail with a highly organised, logical, and methodical approach
- Naturally creative with a proactive, hands-on attitude
- Understanding of Kitchen & Bathroom design principles.
- Able to demonstrate initiative while working effectively within a collaborative team environment
- Proven ability to prioritise workload and meet deadlines
- Excellent communication and interpersonal skills, with the ability to build and maintain strong relationships with clients, suppliers, and contractors
- Understanding of relevant UK regulations, including Building Regulations 2010, Building Safety Act 2022, and CDM Regulations 2015 (or willingness to develop this knowledge)
- Professional and discreet, with a clear understanding of client confidentiality
- Flexible and willing to support all aspects of the business when required
- A confident problem-solver, able to remain calm and pragmatic under pressure and think laterally to overcome challenges
- Full UK driving licence (preferred but not essential)
- Experience using the design and software tools outlined

To apply send your CV and portfolio to
careers@rejiginteriors.com

SOFTWARE SKILLS

Working knowledge of:

- SketchUp - Essential
- Canva
- Microsoft Excel
- Notion (or similar tools)

GROWTH & PROGRESSION

- Gain experience across all stages of interior design projects
- Build confidence in client and supplier communication
- Develop both technical and creative skills

SALARY & BENEFITS

- Pro-rata salary based on experience
- Pro rata annual leave entitlement, plus bank holidays
- Pension scheme
- Clear progression opportunities as the studio grows
- Hands-on experience across full project lifecycle

LOCATION

- Bishop's Stortford, Hertfordshire
- Part-Time/ Full-Time