

Job Title: Design Assistant

Company: Design by Teresa

Location: Richmond Hill, ON, Hybrid/Remote/On-Site

Job Type: [Full-time/Part-time]

Overview:

Design by Teresa is looking for a highly organized and creative Design Assistant to support our design team in delivering exceptional service to clients. The Design Assistant will work closely with the Principal Designer, Consultants and project teams to assist in various aspects of the design process, from concept development to project completion. This role is ideal for a detail-oriented individual who thrives in a fast-paced environment and is skilled at managing multiple tasks with precision.

Key Responsibilities:

Design Support and Concept Development:

- Assist the design team in brainstorming and developing design concepts that align with the client's vision and project goals.
- Conduct preliminary research on styles, colors, materials, and finishes to support design proposals.
- Prepare mood boards, sample boards, and material palettes to visually communicate design ideas to clients.

Project Documentation and Presentations:

- Organize and prepare presentation materials, including handouts, design boards, and digital slides, for client meetings and project pitches.
- Assist in creating detailed presentation layouts, webpage materials ensuring each presentation reflects the company's brand and design standards.
- Compile material samples, color swatches, and other presentation items, maintaining an organized and aesthetically pleasing presentation.

Project Coordination and Scheduling:

- Coordinate with vendors, suppliers, and contractors to gather information on product availability, pricing, and delivery timelines.

- Schedule and track design team meetings, site visits, and installation dates to ensure projects stay on schedule.
- Communicate effectively with team members and clients to update them on project milestones and address any issues.

Material Sourcing and Procurement:

- Assist in sourcing materials, furniture, fixtures, and accessories, ensuring selections align with the design concept and budget.
- Place orders and manage deliveries, tracking each item to ensure timely and accurate arrival.
- Keep an organized inventory of materials and samples, labeling and cataloging them for easy access and reference.

Administrative and Organizational Tasks:

- Maintain organized project files, both digital and physical, to ensure easy access to project documents and specifications.
- Assist in drafting and editing client correspondence, proposals, and contracts as needed.
- Manage office supplies and sample libraries, ensuring the design team has the resources they need for each project.

Attention to Detail and Quality Control:

- Review all design materials, drawings, and presentations for accuracy and consistency with design specifications.
- Ensure that all materials meet the company's quality standards before they are shared with clients or team members.

Qualifications:

- Bachelor's degree in Interior Design, Architecture, or a related field is preferred.
- 1-2 years of experience in a design support role, preferably in an interior design or architectural firm. Recent graduates are welcome to apply.
- Proficiency in design software such as AutoCAD, SketchUp, Adobe Creative Suite (Photoshop, InDesign), and Microsoft Office.
- Excellent organizational and multitasking skills with a high level of attention to detail.

- Strong communication skills, both written and verbal, with the ability to collaborate effectively with team members and clients.
- A proactive and adaptable approach to problem-solving, with a keen eye for design and aesthetics.
- 3-month probation period is mandatory once selected.