



IBB is a full-service and award-winning fine furnishing store and design center known for offering high quality furnishings and fashioning color infused spaces. We are passionate about design and our clients' happiness and currently looking for a talented Design Assistant to join our IBB team.

### **Design Assistant Job Position**

#### **Ideal candidate will:**

- Assist in all phases of interior design: conceptual design, space planning, estimating, rendering, and project management.
- Must have strong communication skills.
- Enjoy working as part of a team in a fast paced environment.
- Have acute attention to detail.
- Be highly motivated & a self-starter.

#### **Daily Tasks can include:**

- Prepare quotes for clients that include estimates, drawings, tactile samples, & presentation sheets.
- Create furniture layouts, paint & finish schedules and specification sheets.
- Sourcing selections for furniture, accessories, art, rugs, light fixtures, and finishes.
- Working with wide range of vendors and contractors to price furniture, lighting & accessories.
- Assist in managing projects from start to completion, from preparing presentations to being onsite to oversee deliveries.
- Flexibility to attend out of town consultations measuring/photographing a new job for a future presentation, out of state deliveries/installations, photoshoots

#### **Job Requirements**

- Bachelor's degree in Interior Design or a related field
- Must be able to multitask and manage multiple jobs simultaneously
- AutoCAD and/or SketchUp skills
- Must be able to measure a space and lay out basic furniture plans
- Must be able to read floor plans, furniture plans, electrical plans, etc.

**Qualified candidates send resume to [career@ibbdesign.com](mailto:career@ibbdesign.com).**