

Design Assistant Position – Part-time 20-25 hours.

Description:

Home Idea Center, Inc. located in Ft. Recovery, OH is looking to add a part-time interior design/office assistant to our team. If you enjoy working with customers to bring their vision to life for their home remodel project, then this position is meant for you! You'll work directly with our sales/design team and clients for space planning, material selections, color schemes, etc. on their remodel or new home project.

Responsibilities:

Collaborate with the sales/design team & clients on remodel projects from start to finish

Provide design insights and assistance across various projects where applicable.

Work on Interior space planning. Sketchup & CAD programs (Mozaik)

Assist with managing showroom: samples, catalogs/brochures, cleanliness etc.

Source and contact vendors for products and materials.

Process and track orders for multiple projects using Excel spreadsheets.

Maintain job materials/records ensuring all documentation is organized and accessible.

Assist with other administrative duties to support the smooth functioning of the office.

Qualifications:

Must be able to collaborate with the design team + clients to design their space

Independent + proactive: identify tasks that need to be completed & take initiative

Strong organizational and problem solving skills

Knowledge/willingness to learn CAD programs – Sketchup + Mozaik

Knowledge of Microsoft Office products

Benefits:

Competitive hourly pay - negotiable based on experience.

Flexible Hours

Paid time off