

BARBOUR SPANGLE

DESIGN

Design Assistant

Job Description

Reports to: Team Lead

About Barbour Spangle

Barbour Spangle's purpose is simple: We transform lives by fostering a work environment that nurtures exceptional people who create extraordinary results by designing meaningful spaces. We have devoted over two decades to creating this work environment for our team and designing meaningful interiors for our clients.

Position Description

Interior Designer with a degree in Interior Design and a passion for learning. A natural team player who can collaborate to devise innovative creative solutions while fostering an environment of camaraderie. Easily establishes, maintains, and nurtures client relationships.

The Work Summary

Design Driven

- Assist with the day-to-day needs of the project under the direction of Designer/Sr Designer
- Weekly Collaboration Meeting with design team to review and discuss all projects
- Accountable for keeping all projects on schedule and budget
- Basic knowledge of furniture, fixtures, and equipment (FF&E)
- Basic knowledge building codes and inspection regulations related to interiors
- Detail oriented with excellent problem-solving and organizational skills
- Basic experience writing and reviewing specifications
- Basic knowledge of construction and specification documents
- Sample procurement for project specified products
- Record detailed notes at any internal or client meetings that DA attends
- Create Purchase Proposals for projects with Business Manager's approval—as needed
- Job Site visits and Installations participation



Business Driven

- Maintain ownership of the resource libraries to assure that they are always up to date, organized and stocked
- Attend rep updates and L&Ls
- Office related duties such as research on the computer and other various tasks
- Shop regional markets as approved by Leads
- Schedule any market appointments as needed
- Assist with archival process of projects
- Take ownership and provide solutions on all assigned task
- Basic knowledge in AutoCAD, Microsoft Office, Photoshop