

## UNIQUE OPPORTUNITY FOR JUNIOR DESIGN ASSISTANT

We are an Interior Design business mainly working in the Superyacht sector. We are based in Beaulieu in the New Forest and are looking for an enthusiastic, hard working Junior Assistant to join our team on a full time basis. Initially the post is a 6 month contract, with a strong possibility of extending this for the right candidate.

We are a small office working on a number of projects, and are looking for someone who could start as soon as possible. Computer experience and a good telephone manner are essential, along with a good sense of humour, a desire to learn and an interest in Interior Design. At ease with Excel, Word and Outlook - your skills must be better than basic. Car driver with own transport is also essential.

Please see the brief job description below giving you an idea of what the job entails:

### JUNIOR DESIGN ASSISTANT

- Corresponding on Email, Organising couriers, General office admin
- Dealing with suppliers - fabric, furniture, lighting etc
- Placing orders
- Sourcing new fabrics, furniture and general interior items
- Working on Photoshop, Excel, Outlook, Word
- Dealing with sub-contractors - upholsterers, curtain makers etc
- Organising the Library – both online and internally
- Liaising with Redman Whiteley Dixon and the designers in their offices, dealing with their specific requests for interior finishes and general requests for client presentations.

Unmotivated applicants need not apply!

If you are interested, please send your CV to [evie@podinteriorstyle.com](mailto:evie@podinteriorstyle.com)

[www.podinteriorstyle.com](http://www.podinteriorstyle.com)