



# TERRAVISTA

INTERIOR DESIGN GROUP

<b>Job Title:</b>	Interior Design Assistant	<b>Job Category:</b>	Professional
<b>Department/Group:</b>	Interior Design	<b>Travel Required:</b>	Local Travel Required
<b>Location:</b>	Spring, TX	<b>Position Type:</b>	Full-time
<b>Level/Salary Range:</b>	\$24,000- \$30,000/year	<b>Date Posted:</b>	8/17/2021
<b>Contact:</b>	Sherry Millien	<b>Posting Expires:</b>	
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)		

Please send all applications, and resumes to the following:

EMAIL: [INFO@TERRAVISTAIDG.COM](mailto:INFO@TERRAVISTAIDG.COM)

Attn: **Sherry Millien**  
Subject Line: **Interior Design Assistant**

## Job Description

Terravista Interior Design Group is an interior design firm in Houston with strong moral values and an organized design process to get our client projects from concept to completion. Terravista Interior Design Group is looking for a highly motivated, detail oriented, and focused candidate to join our team.

The Interior design assistant is an entry level professional with basic knowledge of interior design. The interior design assistant is responsible for assisting our Interior Designer(s) with various tasks. They provide administrative and clerical support to Interior Designers. Their tasks include preparing documents and drawings, updating client databases, taking phone calls, handling correspondence, greeting clients, organizing meetings, estimating project costs, and helping source products, etc.

The field is perfect for anyone with a creative or artistic background who enjoys working with others and making spaces beautiful

## ROLE AND RESPONSIBILITIES

- Interior design assistants provide direct administrative support to interior designers. They may be tasked with:
  - Running errands
  - Answering phones
  - Contacting clients to obtain important information
  - Daily filing
  - On-boarding new clients into Mydoma
  - Other data entry as needed
- Interior designers use a multitude of materials when working on a project, and it is the job of the assistant to support the Interior designers in obtaining these materials.



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- They may need to visit a showroom in person or order materials or samples online.
- If materials are delivered to the office, assistants will need to sign for them and inspect them for any flaws.
- Interior design assistants often provide direct assistance to interior designers. During projects, they may:
  - Take notes
  - Help move furniture
  - Measure rooms and furnishings
  - Take photographs of spaces
  - They may also assist with installation of furnishings and wall decor
  - Assist in the creation of preliminary plans and design concepts
  - Help in analyzing design objectives following clients' needs
  - Provide input in the creation of design concept statements
  - Be instrumental in presenting interior design solutions
  - Support interior designers with sample selections, hand sketches, CAD drawings, schedules, presentations, and boards
  - Research, select, and specify appropriate interior, materials, finishes, and furnishings based on budget, project, and program requirements
  - Interior design assistants may meet with clients directly to better understand their needs
  - Perform market research work in a bid to understand trends and likes of customers
  - Create specifications manuals such as room layouts
  - Provide support in creating sourcing materials and CAD plans for various projects
  - Maintain knowledge of space planning, floor finish plans, and elevations
  - Assist interior designers with installations, coordinate deliveries and handle post installation follow up activities
  - Perform related duties as assigned

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Interior Design degree

Knowledge of different designing applications such as AutoCAD and/or Chief Architect

### **PREFERRED SKILLS**

Assistant interior designer must be blessed with extraordinary creativity and a rational thought process that allows him/her to provide the necessary support to the interior designer. They must possess the ability to work in a competitive environment and communicate professionally with clients and vendors. Organizational, detail oriented, and problem-solving skills play a vital role in your growth in this industry.

### **ADDITIONAL NOTES**

Must have own vehicle.

Must be able to travel to work to our Spring location.

Ability to travel daily around Houston, TX, and surrounding areas.



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May have to lift or move furniture or items around.

Reviewed By:	Kristi Cervantes	Date:	August 16, 2021
Approved By:	Sherry Millien	Date:	August 17, 2021
Last Updated By:	Kristi Cervantes	Date/Time:	August 16, 2021/5:08PM