

P O L I S H E D A N D S O U T H E R N

Polished Renovations & Design

ASSISTANT DESIGNER

JOB OVERVIEW

PRD is looking to add another Designer to our team! We're a busy, fast-paced company with big goals, high expectations and lots of personality. This is a great opportunity to work with a full service design-build firm in the Greater Charleston area. We are on the hunt for the perfect match for this position: a professional who is motivated, dedicated, and ready to grow with us.

JOB REQUIREMENTS

- Advanced education (Associate's or higher). Interior Design degree a plus
- 1 year in professional position with design experience required
- Experience with CAD or design program (ProKitchen, 2020) a plus
- Ability to work independently, as well as in coordination with contractors, trade professional, suppliers, and design team.
- Utilize communication skills to work with varying personalities across the industry and client base
- Be able to prioritize tasks from various jobs and utilize the most efficient use of time
- Excellent oral and written communication skills, attention to detail, and follow up
- Be career-oriented, and eager to learn and grow within the company
- Carry a professional demeanor and enjoy your work environment
- Experience with Microsoft Word, Excel, and Powerpoint
- Knowledge of interior design, space layout/planning, cabinet design, and general construction
- Able to lift 35 pounds, have valid driver's permit, utilize own transportation, computer, and cell phone

RESPONSIBILITIES

- Utilize Buildertrend app for lead, client, and jobsite management
- Work independently to troubleshoot issues that may arise during the renovation process
- Utilize available resources and excellent time management skills to complete tasks in a timely manner
- Assist with social media management
- Exercise excellent project management skills to cover multiple clients' jobsite schedules, design plans, purchases, and trade details daily and weekly
- Source fixtures and finishings for clients, putting together detailed plans for execution and installation
- Run errands for clients, management, construction crew, and trades as needed
- Create floor plans and cabinet layouts and develop presentations for client design plans

WORK HOURS

- Full time position: 40 hours per week
- Typical work week: 8-5 M-F with some availability off hours and on weekends

BENEFITS

- 2 days PTO in 2020
- 10 days PTO in 2021
- Salaried Compensation to commensurate with experience

HOW TO APPLY

Complete the form on our *Meet the Crew* page, including your contact info, letter of interest, and resume.