

## Design Assistant

**Location:** Castle Design, 7707 Clayton Road

**Schedule:** Full-time, In-Person

### About the Role

We are seeking a **highly organized and detail-oriented Design Assistant** to join our team and work closely alongside one of our lead designers. This role is perfect for someone with a **passion for interior design**, a strong work ethic, and the ability to thrive in a fast-paced environment. If you are flexible, creative, and eager to learn, we'd love to hear from you!

### Qualifications

- **At least 2 years of experience** in Interior Design
- Proficiency in **AutoCAD**
- Proficiency in **SketchUp** and **Enscape**
- Strong **written and verbal communication** skills
- Excellent **organizational skills and attention to detail**
- Ability to **jump into a fast-paced environment** and multitask effectively
- Creative mindset with a keen eye for design
- Strong research skills and willingness to learn
- Knowledge of architectural drawings
- Ability to work well with a team and collaborate effectively

### Responsibilities

- Assist in selecting materials, finishes, and furniture, as well as ordering samples
- Generate **floor plans and elevations** using AutoCAD
- Support the team in reviewing architectural plans and design documentation
- Organize and maintain project files, design libraries, and samples
- Assist with client presentations and design proposals
- Communicate effectively with vendors, clients, and team members
- Ensure projects meet deadlines and align with design objectives

### Why Join Us?

- Work in a dynamic, creative, and collaborative environment
- Gain hands-on experience with exciting design projects

**How to Apply:** If you're excited about this opportunity and want to learn more, please send your **resume and portfolio** to Laurie LeBoeuf ([laurie@emilycastle.com](mailto:laurie@emilycastle.com)) and Emily Castle ([emily@emilycastle.com](mailto:emily@emilycastle.com)).