

Plain English

CUPBOARDMAKERS

Job Title: Design Assistant

Location: Plain English Design, 28 Blandford Street, London W1U 4BZ

Work Hours: Full Time - Monday – Friday 9.00am – 5.30pm (Occasional Saturdays with a day off in lieu)

Reports to: Sales & Marketing Director/CEO

Plain English Design is looking for a Design Assistant to join the team in Marylebone. This is a key role in the business supporting the UK Sales Team of three Senior Designers. The candidate should be willing to apply themselves in every aspect of the role and take pride in maintaining a very high standard to their work. A passion for design and customer care is essential.

Responsibilities

- Proactively learning about Plain English Design, the design ethos and the products that we sell
- Preparing Presentations in InDesign
- Assist with costing the projects through our Webshop costing system, amending and checking costs as requested by the Designers.
- Helping to prepare for Draft Sales Orders and Sales Orders by collating client's approval on design elements and details from emails and meeting notes.
- Producing Vector works plans and elevations
- Ordering and arranging samples for clients
- Supporting Senior Designers with sketches and layouts as required
- Attending client meetings and site visits with the Senior Designers, taking notes and proactively helping to follow up on actions agreed
- Requesting stone quotes
- Research appliances, ironmongery and worktop materials as required
- Adding and maintaining client files and data
- Contact clients to confirm design specifications
- Greet and assist any walk ins
- Help ensure the showroom, office and ancillary areas are clean, tidy and well stocked with brochures, marketing materials and samples.
- Stock management of sales design collateral (ironmongery, supplier literature, paint samples, etc.)

Qualities

- Keen to learn from experienced Designers
- Be able to work independently and collaboratively
- Care and attention to detail. Self-motivated, proactive and dedicated
- Highly organised, both personally and professionally. Must be timely and maintain a neat and tidy appearance as you will be representing the brand
- Show a continuous flair and passion for design

Requirements

- Computer proficiency – Microsoft, Apple, Adobe Creative Suite, Vector Works

Salary

- Salary depending on experience, starting from £22,000 per annum. To be reviewed after one year
- The business may require further hours when necessary

Holiday

- 20 days per annum plus Bank Holidays and Christmas closure

Please send your CV and a cover letter outlining your suitability for this role to Sue at sue@plainenglishdesign.co.uk