

Plain English

CUPBOARDMAKERS

LOS ANGELES, CALIFORNIA

JOB DESCRIPTION – DESIGN ASSISTANT (PART TIME)

Job Title: Design Assistant

Reporting to: Design Director

Hours: Part Time (hours to be discussed)

Location: 930N La Cienega Blvd, Los Angeles, CA 90069

We are looking for a part time Design Assistant to work within our Los Angeles Design Team based in our newly opened Showroom. The role offers an exciting opportunity to join a fast-paced design led environment where you will be helping our Design Team with their specialist work.

What you'll do:

- Work within the Design Team to prepare and complete InDesign presentations
- Assist with project costing using our internal estimating software.
- Support the Design Team through every stage of a client project
- Maintain and update client files and data
- Support the showroom team in daily operations

Who you are:

- Excellent attention to detail
- Quick and efficient learner
- Team player
- Highly presentable and organised at all times
- Have experience with Adobe InDesign although training will be given
- Ability to manage a demanding work load and work both independently and as part of a team
- Proactive and always willing to get the job done.

The position is available to begin immediately.

Please send your CV and cover letter to careers@plainenglishdesign.com