JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | Design Assistant | **DATE:** | 3/2016 |
| **REPORTS TO:** | Design Manager | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Design | **MGT/SPVR:** | No |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY**

Responsible for maintenance of showroom libraries at all locations. Assists with overall presentation and appearance of the showrooms, and maintenance of sales materials. Provides administrative assistance to other departments as needed

**ESSENTIAL DUTIES AND RESPONSIBILITIES***include the following. Other duties may be assigned.*

* Assists the design team with collecting and organizing data, preparation of reports / presentation boards, specifications, cost estimates, presentation material and other documentation as needed. This includes, but is not limited to the following:
  + Contacts vendors and obtains product pricing and quotations.
  + Inputs pricing information and data into 20/20 CAP worksheet.
  + Orders project-specific fabric/finish samples.
  + Coordinates testing of COM (customer’s own material) with vendors.
  + Updates project-specific fabric and finish approval documents in Power Point and Excel.
* Assists with the maintenance & stock and display of showroom fabric, literature, and design libraries, including cleanup/discard, fill-in of sample stock, and update of personnel with regard to available samples and lines.
* Performs other duties as assigned, including special projects.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school and up to 2 years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate