

# JAYJEFFERS

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## Interior Design Assistant

**JayJeffers**, a boutique high-end residential design firm, is seeking a design assistant. This position is based in our San Francisco office; **remote work is not an option**.

The ideal candidate will possess design and presentation skills; proficiency in AutoCAD, InDesign, and Photoshop; experience working on high-end residential interiors is also highly prized.

The successful candidate will work directly with the design team and is expected to coordinate with clients, contractors, and consultants throughout the design and construction process to ensure that projects adhere to outlined schedules.

This role is charged with supporting the designers in all phases of the design process, from inspiration to installation:

- Draft furniture plans, elevation drawings, and lighting plans in AutoCAD
- Source furnishings, fabrics, wall coverings, flooring, lighting, and plumbing fixtures
- Create and maintain project binders and database
- Prepare client presentations in PowerPoint and InDesign
- Develop rendered elevations in PhotoShop for client presentations
- Gather accurate pricing and lead times, prepare client orders for purchasing approval, write purchase orders

Skills desired:

- Proficiency in AutoCAD, Adobe Photoshop and InDesign, Microsoft Office
- Experience with Sketch Up and 3D rendering programs a plus
- Experience with Studio Designer or similar project management software a plus
- Ability to work in a team environment
- Strong organizational and communication skills

This is a salaried position with benefits. Preference given to applicants with formal design education.

JayJeffers is a drama-free work environment. We work hard and love our jobs. A positive attitude, sense of humor, and strong communication skills are essential. To be considered for this position, submit cover letter, resume, and examples of your portfolio to [careers@jayjeffers.com](mailto:careers@jayjeffers.com). No telephone inquiries please.