

creativetonic

design assistant

The Design Assistant will support their Senior Designer through all phases of order procurement, primarily expediting, with the common goal of ensuring smooth management of their team's projects from inception to installation. The ideal candidate will possess a positive attitude with a strong "team player" mentality. Organization and follow-through are key.

responsibilities

- Assist with or directly oversee multiple projects, including planning and manifesting the creative direction along with your team;
- Provide creative input on design schemes and project boards;
- Under the direction of Senior and Lead Designers:
 - Build and render 3D models to convey design, material, and FF&E specifications,
 - Create plumbing and lighting layouts,
 - Produce and/or assist in customer's furniture layouts and space planning,
 - Prepare CAD drawings and specs for custom furniture design and millwork,
 - Source and select product, flooring, carpet, lighting, furniture, tile, paint, wallpaper, draperies, fabrics, trims, and other decorative elements in line with the firms' general aesthetic,
 - Assist in requesting quotes, creating purchase orders and proposals,
 - Collaborate with architects, lighting designers, A/V contractors, developers, builders, general contractors, vendors, and fabricators;
- Liaise with workrooms on custom pieces;
- Meet with clients as needed, including coordinating pricing on design projects;
- Oversee construction and installation of materials on site;
- Correspond with vendors to meet installation deadlines and visit local vendors to drop off fabrics, furniture, lighting, finishes, etc., as needed;

- Coordinate furniture deliveries and installations with our in-house procurement team;
- Create and maintain budgets, schedules, and timelines for projects;
- Maintain client invoices, including consulting fee hours; and
- Maintain client's expectations with constant contact and updates on each client project.

job requirements

- 1 – 2 years of residential interior design experience;
- Bachelor's Degree in Interior Design preferred;
- Previous experience in all phases of interior design, from programming through construction, staging, and completion;
- Strong conceptual design and design development skills and knowledge of design styles, periods, and icons;
- Proficiency in AutoCAD and Microsoft Office Suite required;
- Knowledge of 3D rendering programs;
- Studio Designer, Asana, Photoshop and Illustrator experience preferred;
- Familiarity with local and national resources (e.g., showrooms, workrooms, antiques dealers, and boutique shops);
- Organized and detail-oriented;
- Openness to direction and feedback;
- Articulate in verbal and written communications and confident in delivering a high-end client experience; and
- Some travel will be required.

about our company

Creative Tonic Design is a full-service boutique interior design firm in Houston, Texas, serving clients nationwide. Courtney and her experienced team of designers pour their hearts and souls into every home they touch. From architectural and construction consulting to full-home renovation and comprehensive design installation, Creative Tonic Design tailors its approach to meet its client's unique needs.