

## **DESIGN ASSISTANT (Maternity Contract)**

Sibyl Colefax & John Fowler is looking for a Design Assistant (Maternity contract) to join one of its six London design teams. SC&JF's reputation as Britain's best known traditional interior decorating firm is long established; sophisticated elegance and low-key luxury have been its hallmarks since the company was founded in the 1930s. Now, with over 150 years of collective experience, the current decorators are as respected for working in an innovative and modern way as they are for the timelessness of their more traditional projects.

Managing Director, Emma Burns is based at Pimlico Road. Duties will include, but not be limited to, the following:

### **The Role & Responsibilities:**

- Assisting with designing and managing projects from initial enquiry to completion
- Arranging the office diary and supporting meetings, including taking and typing up notes at client and contractor meetings, either on site or in the office
- Drawing and altering floor plans and elevations in CAD and by hand, as necessary
- Assisting with schemes. Sourcing ideas for fabrics, furniture and all other hard finishes. Liaising with suppliers, requesting samples and quotes. Organising the information in an accurate and beautiful manner to ensure images, samples, costs, dimensions and all other relevant details can be presented to the office, and thereafter the client, in a timely fashion
- Producing sample and presentation boards, including copies for the office records
- Drafting client estimates and invoices
- Drafting building schedules from paint specifications to bathroom specifications and all other FF&E items and once ordered, creating schedules to manage deliveries and installation
- Processing and managing of supplier invoices
- Placing orders, co-ordinating collections and deliveries and monitoring them against deadlines
- Checking in of items ordered (fabrics, furniture, lighting etc) and ensuring quality standards are maintained
- Maintaining and developing fabric and hard finishes libraries
- General PA and office administrative duties to assist the team as required, and keeping the office in good order

### **Skills & Requirements:**

- At least 5+ years experience in a similar role
- As well as for creativity, our reputation is based on meticulous attention to detail in everything we do. The majority of the design assistant role is organisational. Thoroughness in completion of tasks and ensured accuracy of all work produced is paramount
- Organisational and time management skills, as well as administrative skills are required
- Hard work, self-motivation and a willingness to take initiative and ownership of all tasks given - an enthusiastic team player with a flexible 'can-do' attitude. The office is busy and the ability to be proactive as well as juggle and prioritise tasks is crucial
- IT literacy in all Microsoft Office programmes: Outlook, Word, Excel and PowerPoint
- Proficiency in AutoCAD, Photoshop and InDesign
- Ability to learn new IT systems quickly is a must as the existing computer system is unique
- Highly numerate and articulate (fluent in written and spoken English), good interpersonal and communication skills
- Passion for and interest in the business
- Understanding of traditional and contemporary materials, furnishings, accessories and artwork sourcing would be beneficial
- Possession of a driving licence a distinct advantage

As our ideal candidate, you will be willing to be flexible and embrace any tasks set in assisting the team and company. We offer you the opportunity to learn from the wealth of expertise within our dynamic and busy office, set in a friendly and enjoyable environment at this historic and enduring design studio.

Hours of work: core hours are 9.30am - 5.30pm at the Pimlico Road office with additional hours required when necessary to meet deadlines. You may also be required to travel within London and the UK, as well as abroad (which can involve overnight stays).

Salary: Dependant on experience

Probationary Period: 3 months

### **TO APPLY**

Please submit your CV and a covering letter outlining why you would be interested in and suitable for this position to [recruit@sibylcofax.com](mailto:recruit@sibylcofax.com)