

CHILD STEWART *Design*

INTERIORS

www.childstewartdesign.com | [@childstewartdesign](https://www.instagram.com/childstewartdesign)

Design & Administration Assistant - Interior Design Studio, SW London

3-4 days a week | Competitive salary + bonus

We are a small, high-end interior design studio currently working on two exceptional whole-house renovation projects in southwest London. Known for our considered, detail-driven approach, we work closely with clients, architects and makers to deliver beautiful, thoughtful interiors.

I am now looking for a **Design Assistant** to join the studio and support both the creative and administrative sides of our work. This is a varied and hands-on role, ideally suited to a junior designer with 1-2 years' experience in a design practice, but I'm also open to someone who has switched to design mid-career and can demonstrate strong project-based experience and excellent organisational skills in a team setting.

Key Responsibilities

Design Support

- Assist with fabric and furniture sourcing and the development of design schemes
- Prepare and update presentation packs, sample boards, moodboards and drawing sets - support with layout and elevation updates in AutoCAD
- Compile and maintain detailed schedules (furniture, lighting, finishes, etc.)
- Liaise with suppliers to obtain quotes, lead times and samples
- Attend site visits and assist with installations as required

Administrative & Project Coordination

- Prepare and track orders, update budgets and manage project documentation
- Use EstiMac to process estimates and orders (proficiency essential)
- Organise sample requests, returns and studio library maintenance
- Coordinate deliveries, couriers and logistics
- Provide general support with day-to-day studio operations and occasional client-facing tasks

CHILD STEWART *Design*

INTERIORS

What We're Looking For

- 1-2 years' experience in an interior design or architectural studio
- Highly proficient in EstiMac and Google Workspace (Sheets, Docs, Drive)
- Confident using AutoCAD, InDesign, and Photoshop
- Strong organisational skills and attention to detail
- Professional and clear communicator, with a positive, proactive approach
- Genuine passion for interior design and a willingness to be involved across all stages - a design-related degree or qualification preferred
- Full UK driving licence a bonus but not essential

What We Offer

- A collaborative, supportive and design-led studio culture
- Involvement in exciting, full-scale residential projects from concept to completion
- The chance to work closely with the founder and take on real responsibility
- Competitive salary (based on experience), a discretionary bonus, and studio closure over Christmas

To Apply

Please send your CV, a brief portfolio of recent work, and a short note about your interest in the role to info@childstewartdesign.com.

www.childstewartdesign.com | Instagram: [@childstewartdesign](https://www.instagram.com/childstewartdesign)