

## **Ben Pentreath Ltd | Interior Design Assistant**

Ben Pentreath is seeking an interior design assistant with a minimum of three years' experience to join the decoration team at our creative studio in Bloomsbury. This vacancy is perfect for a passionate, friendly, and highly organised individual.

We are looking for a kind and hard-working multi-tasker who is willing to work flexibly within a team of 12 people, with strong attention to detail and a conscientious and proactive approach to all areas of duty. Day-to-day reporting will be to lead project decorator(s), but duties will also extend to general studio.

### **The role will primarily be responsible for general design duties, including but not limited to:**

- Procurement; including obtaining pricing, estimating, ordering, tracking & invoicing
- Preparing documents and ordering materials for meetings
- Attending site visits and client meetings, and producing accurate and detailed meeting minutes
- Assisting on installations as required
- Creating visuals in Photoshop and InDesign for clients
- Answering telephone calls in a polite and professional manner, transferring calls and taking clear and accurate messages
- Maintaining the tidy appearance of the studio, library and kitchen
- Updating internal documents and schedules
- Welcoming clients and providing refreshments

### **The ideal candidate will have:**

- A passion for Interior Design & Architecture with an understanding of design styles, suppliers, products and finishes
- An understanding of project programmes and deadlines
- Technical understanding and experience in producing furniture drawings, elevations and visuals

An excellent working knowledge of InDesign, Photoshop, Microsoft Office, EstiMac is imperative, and experience of Vectorworks is desirable.

A good understanding of VAT and basic budgeting and accounting is indispensable.

We would like to find someone with a good sense of humour, excellent communication and design skills and an appreciation of working in a friendly, creative environment. They will find pleasure in being productive and getting things done, and will support the whole team with enthusiasm, care and attention.

The role is office-based, permanent and full-time. Applicants must be fluent in spoken and written English and have ability to work in the UK.

To apply, please send your CV, covering letter and portfolio to [jobs@benpentreath.com](mailto:jobs@benpentreath.com).

Regrettably, owing to volume of applications, it will only be possible to contact successful applicants for interview.