

Ben Pentreath Ltd | Interior Design Assistant

Ben Pentreath is seeking a full-time, office based Interior Design Assistant to join the decoration team at our highly creative design studio in Bloomsbury.

We are looking for someone who is passionate about interiors and who can work across multiple projects with ease. Working within a team of 11 people, you will provide practical support with a strong attention to detail. You will be conscientious and take a proactive approach to a variety of tasks. Day-to-day reporting will be to project lead decorator(s).

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 flair for interior design & architecture with an understanding of design styles, suppliers, products and finishes
- An understanding of project programmes and deadlines
- Technical understanding of furniture drawings, elevations and visuals
- An excellent working knowledge of InDesign, Photoshop, Microsoft Office. EstiMac experience is preferable and experience of Vectorworks is desirable
- A good understanding of VAT and basic budgeting and accounting is indispensable
- One to three years' experience of working in a design studio
- Strong written and verbal communication skills with excellent use of English language

We would like to find someone who will find pleasure in being productive and getting things done, and will support the whole team with enthusiasm, care and attention.

Applicants must be eligible to work in the UK. Ben Pentreath Limited is an equal opportunities employer.

To apply, please send your CV, covering letter and portfolio to jobs@benpentreath.com.

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