

# MCWHIRTER MORRIS

## INTERIOR DECORATION

Design Assistant (maternity cover) Approx. 1 year  
(Ideal start date mid-June for handover)

We are looking for a pro-active, self-motivated and productive design assistant to join our small, friendly team.

The successful candidate should:

- Have good experience using EstiPC, be IT literate (Microsoft) as well as numerate
- Have good written and verbal communication skills with both the trade and our clients.
- A good telephone manner is essential
- Have a knowledge of suppliers, products and finishes
- Have a capability to read drawings
- Be friendly, helpful and have a willingness to muck in
- Have at least four years' experience working in a design studio

### **Job description**

- Attending meetings both in the office and on site. Taking and typing accurate and cohesive notes and taking ownership of relevant items therein
- Assisting with schemes and preparing colourboards and packages for client's approval
- Assisting with sourcing fabrics, lighting, furniture etc.
- Obtaining estimates from suppliers and compiling accurate estimates for our clients
- Managing ongoing projects including placing orders and following up on them, managing of deadlines and checking deliveries for quality and correctness before dispatching to the relevant suppliers
- Cost controlling and processing supplier invoices
- Liaising with our bookkeeper regarding ongoing financial matters including the production of client invoices
- Compiling thorough and accurate specifications and schedules (eg: paint specifications, sanitaryware schedules etc)

Working hours in our Chelsea office 9.30 – 5.30 (5pm on Fridays) with a degree of flexibility if an early start is required in order to attend site.

Please send CVs to [sarah@mcwhirtermorris.com](mailto:sarah@mcwhirtermorris.com)