Assistant Position Open at Interior Design Firm:

Single person design firm currently interviewing for an assistant position for an in-home design firm. The qualities below are desirable and necessary for this position.

General Qualities Needed:

1. Adaptable
2. Problem Solver
3. Exude Professionalism
4. Superior Organizational Skills
5. Strong Written and Oral communication skills

Design Related Qualities Needed:

1. AutoCAD basics—enough to create a floorplan
2. Excel and Word basics—in order to organize and present selection documents and organize projects.
3. Some kind of computer rendering knowledge is a plus, but not a necessity.

Position Details:

This is currently a part time, hours flexible position. Pay range is $10-$13 and hour to start. Office location is connected to residence and small children and large dogs will be present at times. Time spent will be split between office work and site visits depending on the day.

For Interested Parties:

- Submit a current resume.
- Submit an example of an AutoCAD drawing.
- List desired amount of hours and days available.

Sincerely,

Elizabeth Monical, Owner

Elizabeth Monical Interior Design.