

The C'VION Company LLC.

INTERIOR DESIGN | CONSULTING | ORGANIZING

Office Number 770-323-9158
Email: careers@cvioncompany.com

Position: Interior Design Assistant

Residential/Commercial/Events/Television/Media - Interior Design firm located in Lithonia GA seeks an Interior Design Assistant. We have been in business for over 12 years servicing a variety of client's lifestyles.

Responsibilities

This position will provide support to the principal interior designer and COO, with duties including: product and material research, obtaining quotes, pricing, estimates, vendor and client interactions, assist in preparation for presentations and meeting, rendering, scheduling, time tracking, assist with project deliveries on installation days, driving, light lifting, ability to access changing situations and re-prioritize tasks, and social media/marketing.

Qualifications

- Experience in design industry and/or as an office/personal assistant.
- Excellent attention to detail.
- Solid task organization and time management habits.
- Problem solving abilities.
- Elegant and professional verbal and written communication skills
- Excellent driving skills.
- Positive attitude and willingness to learn.
- Proficient in Microsoft Office (PowerPoint, Word, Excel, Outlook).
- Proficient in Rendering software (CAD, Minutes Matter etc).
- Proficient in Photo/Video Editing Software (Photoshop, etc).
- Knowledge of Social Media Platforms (Twitter, Facebook, Instagram, etc)

Compensation

- Starting pay of \$10.00 - \$12.00 per hour and increase based on experience and work.
- Pay Day is bi weekly on the 15th or 30th
- 1099 will be issued at the end of the year.
- W2 will be issued at the end of the year.

Position Benefits

- Minimum 15 hours per week
- No Health Benefits
- No Paid Holidays or Vacation Days