

# ELICYON

## **Assistant Designer Job Description**

### **Overview:**

The Assistant Designer is to support the Mid-Weight and Senior Designers in running and delivering projects of all sizes.

The Assistant Designer must be able to quickly and easily learn from their Seniors and have a positive can-do attitude.

The Assistant Designer must have a good eye for design, great attention to detail and be able to complete tasks independently with supervision from Seniors.

The Assistant Designer is to assist with managing the sample library and the supplier database and represent the brand through effective verbal and written communication.

### **Key Competencies:**

#### **Leadership**

To proactively drive tasks forward with an ability to pre-empt the requirements of the team.

#### **Ownership**

To manage all project documentation such as schedules, digital filing and physical material palettes with supervision from Seniors.

#### **Reliability**

To have a strong work ethic and commitment required to assist in running luxury interior design projects of the highest quality.

#### **Creativity**

To have good creative eye and to understand and embrace Elicyon's style and design ethos.

#### **Communication**

To have excellent communication skills and professionally and confidently be able to liaise with suppliers on behalf of Elicyon.

#### **Management**

To take responsibility for deadlines set by Seniors and work in an organized and structured manner.

#### **Quality Control**

To have an excellent attention to detail and complete work to a high caliber with self-review to minimize errors.

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## **Problem Solving**

To have a solutions-based approach and an ability to resolve issues quickly and efficiently.

## **FF&E Procurement**

To be able to independently and proactively source furniture, raise purchase orders and chase suppliers. To be able to run FF&E budgets with the supervision of Seniors. This requires diligence with paperwork and filing and involves chasing suppliers to ensure that the items are delivered in a timely manner.

## **Bespoke Design**

To develop the skills to design and visualize bespoke furniture as well as the technical ability to draw them in AutoCAD ready for tender.

## **Attitude**

To have a non-egotistical and hands-on approach.

## **Supplier Relationships**

To build a network of relevant suppliers & manufacturers and good product knowledge and to share these with the wider team.

## **Software Skills**

To become fluent in InDesign, Photoshop, AutoCAD, Sketch-Up, Esti-PC and Microsoft Office Suite, ArchiCAD experience preferred but not essential.

## **Core Values:**

- Commitment
- Confidentiality
- Honesty
- Integrity
- Flexibility
- Positive Attitude
- Strong Work Ethic
- Hands-on Approach
- Team Mentality

## **Qualifications & Experience:**

- To have a bachelor's degree or equivalent in Interior Design or Interior Architecture.
- To have a minimum of 1 years' experience in Luxury Interior Design.
- ArchiCAD experience preferable

**Please email your application of interest to [careers@elicyon.com](mailto:careers@elicyon.com) with a copy of your CV and Portfolio.**