

MARTHA O'HARA INTERIORS

Interior Design Assistant

Martha O'Hara Interiors is seeking a part-time Interior Design Assistant to join our Austin, Texas team!

- Do you love residential design and want to work with a senior designer who will show you the ropes as you grow in your career?
- Do you thrive on teamwork and staying on top of all the essential details?
- Are you looking for an interior design firm where you can grow your career from a part-time to full-time role?

If yes, then we would love to hear from you!

We're looking for an interior designer who loves the creative process, who has a strong work ethic, and who never lets a client down.

As a part-time Interior Design Assistant:

You are working by the side of a senior designer who will support and train you even as she expects you to hit the ground running and maintain a positive attitude.

Martha O'Hara Interiors is looking for someone who will be responsible for assisting our senior designer in our Austin office on her growing project list. This role will include measuring & space planning, furniture & fabric selections, CAD drawings, trips to various showrooms, presentations to clients, creating project estimates, pricing products, working with builders, vendors, and subcontractors, and occasionally traveling throughout Texas to work with clients.

Essential to this role: proficient AutoCAD skills with experience using AutoCAD in real-world projects, a strong work ethic, speed/efficiency without compromising accuracy, and openness to feedback and learning.

Summary of essential job functions

- 18-24 hours per week assisting a senior designer and helping to maintain an orderly office;
- Learn MOI procedures quickly and begin assisting your senior designer in short order;
- Complete interior design work with the guidance of a senior designer;
- Create space plans, floor plans, and CAD drawings for residential projects;
- Specify construction materials, fabrics, furnishings, lighting, accessories, and art;
- Learn how to calculate budgets and price products specified for interior design projects across the spectrum of our full-service offerings;
- Respond to emails and phone calls promptly and proactively;
- Help maintain an orderly fabric room, inventory, and office every week;
- Travel, as needed, to work with out-of-region clientele (up to 10% travel).

The Interior Design Assistant position requires someone who will be proactive in getting work done, but who doesn't mind having her work reviewed or receiving feedback. She or he is diligent and meticulous in meeting every client's needs promptly and affably. This person should be a team player who is ready to learn but requires no hand-holding to see a job through to completion.

Required Skills & Experience

- Working towards Associates or Bachelors degree in Interior Design.
- 1-3 years of work experience.
- AutoCAD skills and experience applying those skills in a work environment is a plus.
- Solid math skills - comfort in measurements, calculating budgets, pricing projects & margins, etc.
- Ability to drive to showrooms, project sites, client homes, and other areas throughout Texas as needed.

Desired Skills & Experience

We're looking for someone who can check as many boxes below as possible:

- Customer service experience
- Established record of meeting or exceeding sales goals
- Conveys poise and kindness with a fashionable appearance and professional disposition
- Excellent written and oral communication skills
- Excellent judgment/common sense
- Strong organizational skills - a detail-oriented person
- Comfort with picking up new software programs

To apply send your resume and cover letter to employment@oharainteriors.com