

Plain English

CUPBOARDMAKERS

JOB DESCRIPTION – DESIGN ASSISTANT

Job Title: Design Assistant

Reporting to: Design Manager

Hours: 9:30am - 5:30pm Monday - Friday

Location: 51st East 10th Street, New York, NY 10003

We are currently looking for an entry level or recent graduate to work within our New York showroom. You will be an integral part of the team and play a key role in supporting the Design Manager & sales team. This position will ensure the smooth day to day running of the showroom while supporting the sales team with administrative tasks in order to deliver the high standards that we demand.

The role offers an exciting opportunity for someone who has recently graduated with a design related or creative business degree or with administration experience who wants to join our friendly and experienced team. Working within a fast-paced design led environment you will need to be able to cope with working under pressure, prioritising work load while maintaining excellent written and verbal communications.

What you'll do:

- Be responsible for opening and locking the showroom at the start and end of each working day
- Meet and greet all visitors to the showroom and guide them through the space as necessary
- Ability to learn about the product and talk about it with visitors in a confident and proactive manner
- Ensure the kitchen is well stocked and ready for all meetings that day
- Manage the showroom inventory and reorder of showroom stock to ensure the showroom is tidy and ready at all times
- Liaising with the marketing team on projects and events

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- Managing sampling process and ensuring the sample cupboard is well stocked and labelled at all times
- Manage the calendar to ensure the smooth running of the showroom
- Plan, book and take minutes for design meetings

Supporting the Designers:

- Day to day administrative support including creating, typing and sending paperwork in line with projects
- Assist the designers in ensuring project information and sign off details are collated at the right time to ensure the workshop planner remains up to date
- Assisting with creating design documents and appliance lists
- Add new client information to the CRM
- Add meeting times and dates to the calendar
- Provide support in meetings by taking notes

Supporting the Design Manager:

- Day to day assisting with general tasks, meetings, appointments, trips and travel
- Communicate information to the technical designers & workshop in the UK
- Provide calendar support
- Assist with brand strategy & marketing projects

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Who you are:

- Have a genuine passion, understanding and appreciation for good design and the Plain English design ethos
- Excellent attention to detail, written and verbal skills
- Quick and efficient learner
- Team player
- Highly presentable and organised at all times
- Ability to use all Microsoft Office applications and Adobe Design software including Photoshop and InDesign
- Good interpersonal skills and confident when meeting new people
- Ability to manage a high work load and work both independently and as part of a team
- Understanding and appreciation for good design and the Plain English design ethos
- Always willing to get the job done

You'll love working at Plain English because:

- There are always things to learn and a huge opportunities to progress
- You'll have generous PTO
- We have weekly team lunches
- We're a small, friendly & supportive team

Please send CV & cover letter to nyc@plainenglishdesign.co.uk

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