

Plain English

CUPBOARDMAKERS

Job Title: Design Assistant

Location: Plain English Design, 61 Pimlico Road, London, SW1W 8NE

Work Hours: Full Time - Monday – Friday 9.30am – 5.30pm (Occasional Saturdays with a day off in lieu)

Reports to: Sales & Design Director

Plain English Design is looking for a Design Assistant to join the team in London. This is a key role in the business supporting the UK Sales Design team. The candidate should be willing to apply themselves in every aspect of the role and take pride in maintaining a very high standard to their work. A passion for design and customer care is essential.

The role offers an exciting opportunity to work within a fast-paced design led environment you will need to be able to cope with working under pressure, prioritising workload while maintaining excellent written and verbal communications. As a Design Assistant you will be helping the Designers with their specialist work.

Responsibilities

- Meet and greet visitors to the showroom and guide them through the space as necessary.
- Ability to learn about our product and converse with clients in a confident and proactive manner.
- Refer customers through the correct channels whether Sales, Customer Services, or Installations.
- Attend Design meetings and subsequently preparing Design presentations.
- Produce simple plans and elevations using Vectorworks.
- Assist with client administration. Create and maintain customer records, ensure all project correspondence is correct and up to date.
- Provide support to the Senior Designers as necessary.
- Research appliances, ironmongery, and worktop materials.

Plain English *Stowupland* Head Office and
Workshop Stowupland Hall Stowmarket
Suffolk IP14 4BE Tel 01449 774028
Plain English *Pimlico* 61 Pimlico Road
London SW1W 8NE Tel 0207 486 2674
Website plainenglishdesign.co.uk
Registered in England Registered Number 30733346
Registered Office 43-45 Dorset Street London W1U 7NA

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- Ordering and arranging delivery of samples.
- Assist with issuing Sales Orders.
- Assist with stock management of sales design collateral (ironmongery, supplier literature, paint samples, etc.).
- Help ensure the showroom, office and ancillary areas are clean, tidy, and well stocked with brochures, marketing materials and samples.

Qualities

- Creative and artistic skills.
- Show a continuous flair and passion for design.
- Able to work independently and collaboratively.
- Care and attention to detail. Self-motivated, proactive, and dedicated.
- Highly organised, both personally and professionally. Must be timely and maintain a neat and tidy appearance as you will be representing the brand.

Requirements

Computer proficiency – Microsoft, Adobe Creative Suite, Vectorworks (or other CAD experience) is a must.

Holiday

20 days per annum plus Bank Holidays and Christmas closure.

Salary

Dependant on experience, plus monthly team bonus.

Please send your CV, portfolio, and cover letter to adrian@plainenglishdesign.co.uk

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