

## **Role**

### **Definition**

**Job title:** Interior Design Assistant  
**Reporting to:** Design Director

#### Responsibilities

- To help in the production of interior design schemes for residential projects.
- To prepare drawings and 3D perspectives for client presentations
- To prepare material selections and specifications for sanitary fittings and fixtures
- To manage the design process and co-ordinate all activities relating to the project
- To research and prepare FF&E packages
- To assist in presentations and shopping trips with clients if required.
- To assist in the purchasing and coordination of deliveries of goods from Europe and China
- To contribute, or otherwise assist, as required by the Design director

### **Qualities and Skills required**

#### Essential

- Diploma or certificated holder in Interior Design or any creative related subject
- Ability to use some of the following: MicroStation, PhotoShop, InDesign, Internet Explorer, Word, Outlook, PowerPoint
- Proven skills in all aspects of negotiation and communication (whether graphical, written or verbal) including ability to listen and to understand others
- English and cantonese speaking
- Ability to work well under pressure and in multiple projects
- A flexible and positive attitude and desire to learn

#### Desirable

- Good aesthetic eye and amazing sense of style
- Good writing skills to help manage the company social media
- No real experience in a Design studio is required to apply but candidate must be able to demonstrate his/her passion for interior design, creative flair and enthusiasm
- Please apply with a small intro about yourself and work samples to: [abutler@houseofbutler.hk](mailto:abutler@houseofbutler.hk)