

Design Assistant:

Lucas/Eilers Design Associates, LLP was founded in 1995 by partners Sandra Drews Lucas and Sarah Brooks Eilers to create timeless and imaginative interior spaces. The philosophy of the firm is to implement the principles and elements of design by combining vision, experience, and integrity in order to tailor cohesive designs from inception to installation. With an intelligent, confident approach, the designers create thoughtful spaces relevant to their clients' diverse tastes and personalities, while incorporating exceptional attention to detail.

Lucas/Eilers Design Associates is searching for a driven, detail-oriented Design Assistant with experience and a passion for design. This is a full-time position located in Houston, Texas.

Required Experience:

- Bachelor's degree in Interior Design from an accredited university or college
- ___ years of experience in the interior design field
- Proficiency in AutoCAD, Microsoft Office-Word, Excel and Outlook and Adobe Photoshop
- Experience using Studio Designer is a plus but not required
- Team-oriented individual with a strong work ethic and decision making ability
- Attention to detail with meticulous follow-through
- In-depth organizational skills
- Exceptional verbal and written communication skills

Primary Responsibilities:

- Design development
- Generating client proposals and purchase orders
- Working closely with Project Designers, Procurement Manager and maintaining relationships with vendor representatives
- Product research
- Assisting with project installations and photo shoots
- Assisting with the pick-up and delivery of samples
- General office duties