



KOASTAL DESIGN GROUP **DESIGN ASSISTANT CAREER OPPORTUNITY**

Koastal Design Group - Kira Krümm & Co, seeking a highly-motivated Interior Design Assistant with great personality, exceptional skills, and a passion for Residential Interior Design. Our award winning team specializes in luxury residential interior design in exclusive communities throughout Southwest Florida. We are offering an opportunity to join a dedicated, creative team of likeminded professionals in our new state of the art office in in the Naples Downtown Design District.

Experience Required:

Bachelor's Degree in Interior Design and experience in interior design.

Technical Skills Required in PC Based Platform:

AutoCAD LT for Windows, proficiency in all Microsoft Windows programs, including Excel, PowerPoint, Outlook; QuickBooks Pro software

Design Assistant's Role:

- Contribute to Overall Productivity and Efficiency of Projects
- Update Project Priorities and Task List
- Support Design Team
- Act as a Representative and Communicate with Clients, Vendors and Contractors
- Assist in preparing Project Presentations
- Assist in sourcing FF&E , Design Selections and Specifications
- Assist with Creating and Update Specification Submittals
- Create CAD Documents to communicate designs: Space Planning, Furniture Placement, RCPs, Flooring Plans, Tile Details and Specialty Walls
- Correspond and Meet with Vendors / Manufacturers to Source and Learn about Products
- Assist in the review of Vendors Plans and Quotes for Accuracy and Aid in Revisions
- Assist with Obtaining Pricing and Prepare Estimates
- Assist with Creating Project Budgets and Track Expenditures
- Project Logistics - Purchase Orders and Acknowledgements
- Coordinate and assist with installations

Compensation Package:

Salary based on skills and experience

Benefits include: health insurance, business phone and mileage reimbursement, paid holidays and vacations, 401(k)

If you are a good collaborator and thrive in a fast paced, stimulating, successful environment, please submit your cover letter, salary history, and resume to: career@KoastalDesignGroup.com